



Saint Ignatius College Geelong

Position Description

Director of Infrastructure

Date: Sept 2022

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal Staff, Identity and Operations. As the Director Infrastructure you will report to the Business Manager.

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child-safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students • The primary responsibilities of the Director of Infrastructure are <ul style="list-style-type: none"> • the oversight, coordination and monitoring of all Capital Works (planning and construction) along with refurbishing projects, landscaping, maintenance, cleaning, waste management and security as well as management of external contractors hired to undertake work at the school • to ensure the College is consistently well serviced, maintained, presented and compliant with legislative requirements <p>This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos</p>
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The general responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to the Business Manager • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake a regular professional review • Support a performance and development culture • Adhere to all College policies • Undertake other duties as required by the Principal or directed by the Business Manager or College Executive
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Key responsibilities

Building and Grounds Operations

- Attend site meetings (Project manage new buildings and renovation projects)
Liaise with Melbourne Archdiocese Catholic Schools (MACS) Project Manager, site supervisors and consultants as required
- With the Business Manager, develop and monitor the Buildings and Grounds budget
- Support the preparation of the operational budgets for maintenance, facility operations and capital works, including negotiating with suppliers, procurement, tender management, issuing purchase orders and authorising invoices for payment
- Oversee the Property Manager and in consultation with the Property Manager also oversee other maintenance staff
- Ensure documentation of systems and procedures are complete and up to date
- Ensure all service requests are logged and responded to
- Develop, implement, manage and review an effective and efficient programmed maintenance schedule to establish an environment of preventative (proactive) and remedial repair and (where required) replacement program. This would include management of records and registers for all plant and equipment and work areas used for maintenance and teaching
- Ensure the College buildings and grounds are safe, secure and clean
- Attend regular "Toolbox" meetings of all maintenance staff where upcoming tasks and actions are clearly communicated
- Develop and coordinate submissions for additional funding for facilities improvement or maintenance
- Manage tenders and arrange contracts for major repairs, cleaning, or major new equipment, according to the MACS Secondary Financial Delegations Matrix
- Assist with the development of documentation required for Victorian Registration and Qualification Authority (VRQA) compliance regarding buildings and construction
- Responsible for all plant equipment and machinery within the college,
- Oversee College Security (work with ICT team regarding electronic locking system and CCTV) including access to the College during holiday period
- Responsible for maintaining a register of keys and distribution of keys
- Liaise with Cleaning Contractor and staff
- Coordinate in conjunction with members of the Executive provision of desks, chairs and other workspace requirements
- Prepare regular reports for the Principal and Executive Team on OH&S, Construction and Maintenance management. Produce a report at the end of each term detailing including but not limited to facilities, major issues, budget updates and recommendations and/or forecasts to the property or capital works
- Be willing to respond and accept out of hours requests for assistance for an emergency situation at the College, either attend in person or negotiate a suitable representative to oversee and arrange appropriate contractors as required.
- Provide direct point of accountability for maintenance, canteen and cleaning contractor staff.
- Oversee essential service management and related communications
- Monitor the school grounds and buildings from a safety and security prospective
- Manage a comprehensive property insurance schedule for College Assets
- With the Property Manager plan manage and co-ordinate maintenance (both responsive and preventative) ensuring works are completed effectively and efficiently and communicate with staff and contractors about any impact on them or the College.
- Available for after hours involvement at events and presentations
- Assist with school events – Work with planning groups on such events as Open day/school tours, Masses, assemblies, feast days, evening events, school production, Parent and Friend's events, eg. Set up, clean up, pick up etc
- Act as primary liaison for resolution of issues relating to set up and pack up of events at the college or external of the college with stakeholders
- Manage and coordinate fire and security arrangements for the school to ensure safety and integrity of school assets
- Work with the Property Manager to forecast annual repairs and maintenance to assist with budget and planning of major works.
- Manage staff in maintenance area regarding performance which will include annual performance reviews and professional development plans
- Undertake manual work in the maintenance/construction area as required
- Maintain a maintenance department Risk Register, Safe Work Method Statements and safe storage of the maintenance department hazardous materials and chemicals
- Ensure the College Chemical register is up to date

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- With the Property Manager oversee and adjust as required all scheduled preventative maintenance programs including but not limited to electrical tagging, fire safety inspections, servicing of air-conditioners, lifts, pest control, and air purifiers.
- Ensure the repair and maintenance of all College property including assembly and installing furniture as required.
- Disposal of obsolete equipment and reporting the need for new furniture or equipment.
- With the Property Manager ensure distribution of parcels along with receiving and distribution of copy paper and other furniture and equipment around the college.
- Assistance with traffic management during critical times in the day.
- Manage the use of school facilities by outside organizations
- Maintain up to date plans of the college showing College services and locations
- Coordinate in conjunction with the members of the Executive the allocation of staff to offices and the provision of desks, chairs and other workspace requirements.
- Support the Risk and Compliance Manager in implementing the Emergency Management Plan

Risk and Compliance

- Be a Member of OH&S committee
- Be a Member of Emergency Management Team
- Provide advice and strategic support to Property Manager and Risk and Compliance Manager, to assist them to develop and implement a risk management system that identifies critical risks associated with buildings, plant and equipment and formulate appropriate strategies to minimise risk
- Liaise with various departments such as Maintenance, Science, Technology, Art, Food Tech etc. to ensure all College equipment is well maintained (regular maintenance documented) and safe to use
- Co-ordinate contractors to ensure compliance with College policies not limited to Induction. Eg Work Health and Safety, JSSAs (Job Safety Analysis) Working with Children, Risk Management, ensuring work is performed to expected standards and maintaining proactive and positive working relationships
- With the Property Manager, to ensure all external contractors receive induction appropriate to the circumstance under which they are engaged
- Support the commissioning of new plant and equipment into the College including advice on documentation and induction as well as appropriate Risk Assessment SWP, SWMS
- Ensure all volunteers are appropriately inducted when working onsite
- Assist in the development and implementation of appropriate workplace health and safety (WHS) plans, risk assessment, procedures and policies
- Ensure the appropriate Risk Assessment SWP, SWMS etc are in place in relation to all plant and equipment and advice of any gaps or opportunities for improvement
- Work collaboratively with the College Executive and Risk and Compliance Manager to assess the impact of any legislative changes to the College's operations and strategic objectives
- Work with Property Manager and the Risk and Compliance Manager to ensure implementation of regular safety checks
- Ensure Safe Work Method Statements (SWMS) are prepared, reviewed and used by staff and contractors as part of creating a culture of workplace safety
- Perform regular safety checks of buildings and grounds with the Risk and Compliance Manager
- Assist the Property Manager, to ensure that the cyclical "Maintenance Schedule" is being adhered to, including the documentation of Essential Services safety inspections and other items on a regular basis in line with government protocols eg. electrical testing and tagging (six monthly checks), lighting and air conditioners.

Child Safety and Pastoral Care

- Be familiar with and comply with the College's Child Safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety
- Assist in the provision of a Child Safe environment for students
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Be an active participant in the College's pastoral care system
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment

Professional Development

- Commit to ongoing professional development in relation to your role
- Be open to researching areas of interest relevant to directions provided in the College's School Improvement Plan
- Continue development of ICT skills as technologies evolve
- Be an active member of a relevant professional association as duties permit

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	<ul style="list-style-type: none"> • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
General Administrative and College Community Duties	<ul style="list-style-type: none"> • Attend all relevant meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school events as required • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-curricular activity • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements • Where appropriate, nominate participating students for awards or school colours • Consider participation in social justice activities/retreats/spiritual programs
Knowledge and Experience	<ul style="list-style-type: none"> • Relevant Qualifications or experience in a similar role • Ability to exercise initiative, judgement and discretion • Positive and professional disposition, inclusive of high levels of confidentiality and personal integrity

This ongoing position is a newly established role within the College and as such, this Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

Salary is according to Victorian Catholic Education Multi Enterprise Agreement 2018 as changed from time to time.

Position will be paid as an Educational Support Officer. Exact salary will be negotiated with successful applicant according to qualifications and experience.

It is expected that this position will be full time, category "A" – commencement date to be negotiated with successful applicant.

Hours: 8.15 to 4.30pm. (40-minute lunch break) 7.6 hours per day, 38-hour week.

Other requirements

Employees must have and maintain:

- Valid Working with Children Check
- Valid National Police Record Check, every 5 years
- Mandatory reporting - compliant certificate
- Level 2 First Aid