



# Saint Ignatius College Geelong

## Position Description

### Site/Infrastructure Manager

Date December 2022

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

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

**All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal. As the Site/Infrastructure Manager you will report to the Business Manager.**

<p>Nature of this role</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• The primary responsibilities of the Site/Infrastructure Manager are</li> <li>• 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</li> <li>• to ensure the College is consistently well serviced, maintained, presented and compliant with legislative requirements</li> </ul> <p>This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos</p>
<p>The general responsibilities and accountabilities of this role</p>	<ul style="list-style-type: none"> <li>• Direct accountability is to the Business Manager</li> <li>• Manage a team of Property, Grounds and Event Management staff</li> <li>• Develop and maintain collegial and professional relationships with colleagues</li> <li>• Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures</li> <li>• Always hold current certification for Level 2 First Aid and Anaphylaxis</li> <li>• Undertake a regular professional review</li> <li>• Support a performance and development culture</li> <li>• Adhere to all College policies</li> <li>• Be up to date with OHS regulations and ensure SICG'S is compliant</li> <li>• Undertake other duties as required by the Principal or directed by the Business Manager or College Executive</li> </ul>
<p>Key responsibilities</p>	<p><b>Site Management</b></p> <ul style="list-style-type: none"> <li>• Manage the Saint Ignatius College Geelong Site to the highest level ensuring operational performance, amenity, cleanliness, safety, security, compliance to all laws and adherence to all MACS and SICG policies</li> <li>• Ensure the Site is properly maintained through effective systems and processes including Programmed Maintenance Schedules, Standard Operating Procedures, Safe Work Methods, Maintenance Logging System, Communication Protocols per Impacts to Operations, Maintenance Service Records, Capture of Electronic Drawings on all Buildings and Infrastructure including College Services and Locations, Register and Safe Storage of Hazardous Materials, Site Risk Register, Job Safety Analysis, Safe Work Practices</li> <li>• Ensure General Accordance to the College Master Plan through information and advice</li> </ul>

- Programmed Maintenance Schedule to establish an environment of preventative (proactive) and remedial repair and (where required) prepare a replacement program. This would include management of records and registers for all plant and equipment and work areas used for maintenance and teaching
- Ensure all maintenance requests are logged and responded to
- Oversee essential service management and related communications
- 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

#### **Capital Works**

- Oversee Capital Works projects in close collaboration with the Business Manager
- Attend site meetings and liaise with the Architect, Project Manager, Consultants and MACS Project Manager, as required
- Project Management Improvement Projects where there is no external Project Manager
- Provide advice to the Business Manager on future Capital Projects and Improvements
- Manage tenders and arrange contracts for major repairs, cleaning, or major new equipment, according to the MACS Secondary Financial Delegations Matrix and MACS/SICG Procurement policies

#### **Property**

- Manage Site Property including but not limited to Buildings, Facilities, Infrastructure, Plant, Equipment, Machinery, Vehicles, Fixtures, Fittings and Furniture
- 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

#### **Grounds**

- Manage Site Grounds including Gardens, Horticulture, Fields and Outdoor Areas
- Assistance with traffic management during critical times in the day

#### **Contractor and Faculty Management**

- Manage the use of school facilities by outside organisations
- Oversee the Cleaning Contract
- Oversee external contractors
- Co-ordinate contractors to ensure compliance with College policies not limited to Induction, 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
- Liaise with various departments such as Maintenance, Science, Technology, Art, Food Tech and others to ensure all College equipment is well maintained (regular maintenance documented) and safe to use
- Ensure all external contractors receive induction appropriate to the circumstance under which they are engaged
- Manage tenders and arrange contracts for major repairs, cleaning, or major new equipment, according to the MACS Secondary Financial Delegations Matrix and MACS/SICG Procurement policies
- Coordinate in conjunction with members of the Executive provision of desks, chairs and other workspace requirements
- Work closely and collaboratively with the ICT Manager ensuring ICT infrastructure delivery is able to be facilitated in accordance with overall Site Management principles
- Work closely and collaboratively with the Risk and Compliance Manager

#### **Staff Management**

- Supervise the work of the Property Manager.
- Oversee in conjunction with the Property Manager the work of other grounds and maintenance staff
- Work collaboratively with staff including listening and considering suggestions from staff
- Manage, mentor, coach and provide feedback to all staff
- Conduct Toolbox meetings at least weekly updating tasks and actions. Provide clarity where required.
- Conduct monthly Staff Meetings and document actions and outcomes
- Conduct Annual Review Meetings with each staff member
- Enable staff to partake in Professional Development

#### **Event Management**

- Manage the physical setup and pack-up of School Events (internal or external), working closely with the ICT Manager and Risk and Compliance Officer, including after hours
- Act as primary liaison for issue resolution where required
- Design, Develop and Maintain an Event Management process taking into account all stakeholder needs

- Prioritise Event Management when appropriate and co-ordinate Property and Grounds Services Staff to set up and pack-up events
- 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 and others regarding Set up, clean up, pick up and pack up.

**Logistics**

- Manage the Goods Receiving Process including storage and distribution
- Manage Waste disposal
- Dispose of obsolete equipment and reporting the need for new furniture or equipment.
- Distribute parcels along with receiving and distribution of copy paper and other furniture and equipment around the college.

**Security Management**

- Allocate, retrieve and maintain records of security codes and keys
- Work collegially with the ICT Team regarding all electronic locking systems and CCTV
- Oversee and keep an up-to-date register of access outside of school hours including access to the College during the holiday period
- Act as key contact for security company, police, CFA and other emergency entities and respond to after-hours callouts as required
- Assist management and staff with emergency situations including fire, flood and intruders and ensure that the appropriate response units are notified
- Support the Risk and Compliance Manager in implementing the Emergency Management Plan

**Risk and Compliance**

- Ensure the Site is compliant with all laws including Building Regulations, Health and Safety Regulations, Safe School Standards, VRQA Obligations, Noise, MACS (Melbourne Archdiocese Catholic Schools and SICG Policies)
- Work collegially with and provide support to the Risk and Compliance Co-ordinator in identifying and managing Risk
- Assist with the development of documentation required for Victorian Registration and Qualification Authority (VRQA) compliance regarding buildings and construction
- Provide advice and strategic support to the 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
- 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 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
- 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.

**Governance**

- Member of the OHS Committee
- Member Emergency Planning Committee
- Member Emergency Management Team

**Corporate Services**

- With the Business Manager, develop and monitor the Property and Grounds budget
- Manage a comprehensive property insurance schedule for College Assets

	<ul style="list-style-type: none"> <li>• Support the preparation of the operational budgets for property and grounds operations and capital works, including negotiating with suppliers, procurement, tender management, issuing purchase orders and authorising invoices for payment</li> <li>• Develop and coordinate submissions for additional funding for facilities improvement or maintenance</li> <li>• Forecast annual repairs and maintenance to assist with budget and planning of major works.</li> <li>• Prepare regular reports for the Business Manager and Executive Team on OH&amp;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</li> <li>• Maintain a Contracts Register, Compliance Register and Polices Register.</li> <li>• Ensure all relevant Policies Practices and Procedures exist and are updated as appropriate.</li> </ul>
<b>Child Safety and Pastoral Care</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assist in the provision of a Child Safe environment for students</li> <li>• Maintain currency of Child Safe training</li> <li>• Demonstrate a duty of care to students in relation to their physical and mental wellbeing</li> <li>• Be an active participant in the College's pastoral care system</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects Ignatian values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in relation to your role</li> <li>• Be open to researching areas of interest relevant to directions provided in the College's School Improvement Plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning</li> <li>• Participate annually in Ignatian professional development</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Uphold the professional standards expected of this role</li> </ul>
<b>General Administrative and College Community Duties</b>	<ul style="list-style-type: none"> <li>• Attend all relevant meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend</li> <li>• Attend whole-school events as required</li> <li>• Attend staff liturgical events and staff faith days</li> <li>• Use Information and Communications Technologies to enhance administration</li> <li>• Follow the College's financial requirements in relation to ordering and deliveries</li> </ul>
<b>Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program</li> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Act as a role model for participating students</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> <li>• Where appropriate, nominate participating students for awards or school colours</li> <li>• Consider participation in social justice activities/retreats/spiritual programs</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant Qualifications (EG. Include but not limited to tertiary or trade qualifications including a white card)</li> <li>• Several years' Experience in a similar role</li> <li>• Ability to exercise initiative, judgement and discretion</li> <li>• Positive and professional disposition, inclusive of high levels of confidentiality and personal integrity</li> </ul>

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
- Level 2 first aid
- Complete on-line Mandatory reporting annually