



POSITION DESCRIPTION

Position name	Facilities & Grounds Manager
Employment Status	Permanent
Load	Full time
Classification	Grade 5
Key Relationships	Reporting to the Infrastructure and Projects Manager, this role will be responsible for safely managing the effective delivery of whole College grounds & maintenance activities. The Facilities & Grounds Manager will also assist with the management of selected projects and improvement initiatives. Direct Line Manager for Maintenance and Grounds team.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

Responsible for managing a team of grounds & maintenance employees to deliver all day-to-day College operational infrastructure activities. A key leadership role involving multiple stakeholders including contractors, staff members, students, and the broader Scotch community

Position Overview:

The position requires outstanding leadership, operational management, a strong understanding of various trades and grounds and horticultural activities.

This important role has a core responsibility for the management of the College's Infrastructure team.

Key Responsibility Areas:

1. Leadership and Values

- Lead by example to direct reports.
- Role model of Scotch values.
- Use collaboration and communication as a key vehicle for change.
- Participate in committees as required.
- Manage department budget in collaboration with Infrastructure and Projects Manager.

2. Grounds and Maintenance

- Provide leadership and support to the infrastructure team in all aspects of college operational maintenance activities.
- Provide leadership and support to the Grounds Maintenance Supervisor to ensure all work is prioritised, scheduled, and resourced accordingly
- Manage suppliers and sub-contractors in all aspects of college operational maintenance activities.
- Ensure all work requests are reviewed, scheduled, and completed in a timely and cost-effective manner and that the relevant stakeholders are communicated with and satisfied with the outcome.
- Ensure that safety related works are inspected and made safe in a timely fashion.
- Manage the preventative maintenance schedule and coordinate works including follow up works identified.
- Conduct safety audits of vehicles, workshops, facilities, and plant & equipment.
- Ensure all documentation regarding WHS, training records, inductions are in place.
- Prepare status reports on works requests and other activities as relevant.
- Chair weekly team toolbox meetings.

3. Project / Contractor Management

- Manage projects as requested by the Infrastructure and Projects Manager.
- Liaise with the Infrastructure and Projects Manager and key stakeholders to develop scopes of work, estimated costs and implementation schedules.
- Provide adequate notification to heads of school and other college staff regarding area closures and impacts on teaching spaces.
- Oversee and coordinate waste management, cleaning and security contracts.
- Ensure all documentation regarding WHS and contractor inductions is in place.
- Perform Contractor site inductions.

4. Events

- Manage logistics with event set up works.
- Liaise with key stakeholders and scheduling.

5. Asset Management

- Manage and regularly audit asset register for all maintenance vehicles, College plant and equipment.
- Assist the Infrastructure and Projects Manager in the development of maintenance policies and procedures for assets.
- Prepare recommendations to the Infrastructure and Projects Manager in the assessment of asset acquisition, replacement, and rehabilitation.

6. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Act as Deputy Chief Fire Warden including at time being the out of hours contact for fire & security services.
- Read and adhere to all Scotch WHS guidelines and policies.

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Working in a complex stakeholder management environment
- Operational Management in a busy and varied role.
- Demonstrated successful Team Leadership.
- Site & facilities maintenance activities.

Qualifications, skills and knowledge

- Trade qualified is advantageous
- Exceptional problem-solving skills
- Experience managing operational infrastructure activities
- Extensive knowledge of WHS practices
- Excellent digital literacy

Key Selection Criteria:

- Proven ability to lead and manage a team of employees.
- A strong understanding of various trades.
- A understating of grounds & horticultural activities.
- Proven ability to develop and maintain effective relationships.
- Solutions orientated with a 'can do' attitude.
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a community to achieve successful outcomes.
- Superior organisational ability with demonstrated ability to prioritise, set goals and time manage.
- Demonstrated personal resilience.
- A high degree of professional judgement and confidentiality.
- Demonstrated commitment to continual professional and personal development

Conditions of Employment:

- Must be eligible to work in Australia.
- Must have a current South Australian Drivers Licence.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.