



Nowra Anglican College is a respectful community, grounded in
Christ's compassion, learning to live with wisdom.

Position Title	Facilities Manager Permanent Full Time
Appointed by	Business Manager
Responsible to	Business Manager
Key working relationships	Principal, Deputy Principals, Community Relations Team, Teaching & Administration Staff, Students & Parents
Last Reviewed	September 2020
Position Overview	The Facilities Manager is responsible for the management of building and property maintenance along with contractor management at Nowra Anglican College. The Facilities Manager will actively engage with the Master Planning activities of the College and oversee minor capital works projects as required. They will also facilitate the WHS activities at the College.
Preamble	Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.
Who are we, and what do we commit to?	<p><i>Our Vision</i> To be a community of learners, living and serving in Christ's world.</p> <p><i>Our Mission</i> To provide a high quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.</p> <p><i>Our Values</i> Respect Compassion Wisdom</p> <p>All staff are to demonstrate a commitment to the school's vision, mission and values in all interactions with colleagues, students, parents and the wider community.</p>
Involvement in the Life of the School	<p>This will involve:</p> <ol style="list-style-type: none"> 1. Attendance at Staff Devotions 2. Attendance at other staff and committee meetings when required 3. Perform other duties that are deemed appropriate by and in negotiation with the Business Manager as required from time to time.



Duties

Building and Property Maintenance

- Develop and maintain a preventative maintenance program covering all aspects of facilities and maintenance.
- Ensure the delivery of the preventative maintenance program within specified timeframes and budget.
- Oversight of the SRAS Maintenance queue to ensure that it is fit for purpose and work is being completed in a timely manner.

Grounds & School Events

- Identify and scope up opportunities to develop and improve indoor and outdoor spaces for school events and activities.

Contractors

- Manage the contractual arrangements with major contractors for planned and unplanned maintenance works and non-project capital works (eg cleaning, security, grounds, fire services, electrical and plumbing, building contractors etc)
- Conduct 6 monthly reviews with major contractors.
- Conduct and manage contractor induction process including WWCC.
- Ensure that any price increases or changes to services are communicated to the Business Manager prior to budget period.

Fleet

- Recommend changes or replacements for fleet.

Capital Works

- Scope, plan and cost minor project capital works annually for budget and planning purposes. This includes projects that relate to the outdoor spaces of the school and are in line with the teaching philosophies of Reggio Emilia and Forest Schools.
- Lead minor based project capital works activities, ensuring they are delivered on time and on budget.
- Liaise with the Group Office Capital Works Project Manager, Business Manager, Principal and Architect on major project capital works and attend regular meetings.

Workplace Health and Safety

- Participate on the WHS school working committee.
- Work with Senior Executive to implement WHS strategies as directed by the Head of School and Principal.
- Attend Head office WHS meetings and complete tasks as directed by Group Office.

General

- Identify and realise opportunities for the school to cultivate sustainable practises to secure long term futures, a key strategic goal of the College particularly in the areas of water, waste, energy & biodiversity.
- Duties as directed by the Business Manager.



Key Selection Criteria	<ol style="list-style-type: none"> 1. Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of the Anglican Schools Corporation. 2. Interaction with others in ways that are consistent with Christian beliefs and values. 3. Meets minimum qualifications & experience. 4. Demonstrated ability to work in a team environment with the capacity to lead others effectively. 5. Demonstrated knowledge of WHS standards and building codes. 6. Demonstrated ability to manage projects on time and on budget. 7. Demonstrated ability to use asset and maintenance related computer systems along with the Microsoft packages eg Outlook, Excel & Word.
Workplace Health & Safety	The Facilities Manager will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practises to the Health & Safety Committee.
Working With Children Check	The Facilities Manager will have Working With Children Check clearance and comply with all relevant policies relating to Working with Children.
Qualifications & Experience	<p>The Facilities Manager will hold a trade and/or experience in properties management duties.</p> <ul style="list-style-type: none"> - At least 5 years experience in facilities management - Degree in Facilities Management, Project Management, or similar qualification is preferred
Appraisal	All members of staff will take part in the School's appraisal system which has at its core the aim to assist staff to develop their skills and abilities.
Name of Position Holder	
Signature	
Date	
Business Manager	
Signature	
Date	