



ROLE DESCRIPTION

ASSISTANT FACILITIES MANAGER

Permanent full-time

ROLE PURPOSE

The Assistant Facilities Manager organises and assists with the controls and coordination of the strategic and operational management of Knox Grammar School's ("the School's") buildings, facilities and events to ensure the proper and efficient operation of all physical aspects while creating and sustaining a safe and productive environment for occupants. The Assistant Facilities Manager will ensure that the School's facilities are maintained to a high quality standard that meets legislative and regulatory compliance obligations.

ROLE RELATIONSHIPS

The Assistant Facilities Manager reports to the Facilities Manager and is a member of the School's support team. As with all School employees, the Assistant Facilities Manager is ultimately responsible to the Headmaster.

ROLE RESPONSIBILITIES

Planned Maintenance and Project Delivery

- Ensure the facility and building maintenance cyclical programmes are identified, documented, instructed and completed to a high standard
 - Maintain a 3-year rolling maintenance programme, ensuring all primary areas of the School's assets and buildings are assessed by priority and on a timely basis into the programme and submitted to the Operational Services Manager to be reconciled and reviewed against annual budgets
 - Provide technical and project management expertise to the team, ensuring procedures are followed, such as ensuring all projects have a project plan, risk register and appropriate approvals
 - Assist and manage a program of preventative maintenance
 - Assist in space planning and management, including managing new fit outs/refurbishments
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- Assist in the coordination of staffing across all campuses to ensure facilities maintenance and events requirements are met at all times
 - Manage minor capital works projects
 - Plan for future development in line with strategic business objectives (i.e. future proofing)
 - Keep building occupants, facilities staff, and management properly informed as to the progress, issues, and current status of projects
 - Manage defects on completed minor capital projects and building facilities
 - Assist in the development of templates i.e. Scope of Works, Jobwatch requests, and other opportunities for improvement that guarantee quality outcomes and objectives
 - Regularly inspect and audit property, facilities and site staff services
 - Liaise with the management School team and any external project consultants to ensure clear communication and smooth handover of projects into operations
 - Play a key role in the project management of any site moves or site acquisitions.
 - Prepare Scope of Works for minor capital projects
 - Study the current facilities and operation, assess opportunities for improvement, identify the growth factors and look at critical improvements to implement within the facility management plan
 - Assist the Facilities Manager in managing the inventory of the Facilities Department
 - Where required, assist the Facilities Manager in contributing to the monthly School Council reports

Event Operations

- Ensure all events that are entered into Jobwatch are actioned as per the requirements listed
- Liaise with events coordinators to ensure all Jobwatch forms are clear and updated prior to the events
- Liaise with nominated Junior, Middle, Senior Academy and Performing Arts Centre staff for all events, set ups and break downs to ensure exceptional service levels
- Ensure that correct staffing is allocated to events for both set up and break down to ensure event requirements and timelines are met
- Brief all event staff, including contractors to ensure all events are setup on time and returned to normal after each event highlighting any particular needs for each event
- Photograph and document each event to build a setup and breakdown manual for all areas within the School and maintain this document on the shared Operations drive

Cost Management

- Assist in the preparation of maintenance related annual School budgets for the Facilities Manager and other key operating lines as directed
 - Undertake cost benefit analysis for required goods or services to achieve maximum value for money
 - Manage the approved Minor Capex projects within budget and provide accurate forecasting and project costs in order to support the Facilities Manager
 - Support the Operational Services Manager in the procurement/tender and monitoring of any existing or new operational contracts that the School possesses, or decides to implement in the future
 - Manage the contracts for the School's contractors, ensuring the School is receiving best value
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Legal Statutory Compliance and Security

- Ensure all School campuses and buildings are compliant with relevant legislation, including WHS requirements
- Attend the WHS committee meetings and ensure all aspects of WHS are compliant across the whole School, and that documentation is regularly up-dated. Continually review, revise and disseminate all WHS policies following any changes in legislation or required improvements
- Ensure the security of each of the School's buildings is kept to the highest standard and improved wherever possible
- Ensure design concepts are compliant with all relevant local, state and national codes
- Business Continuity Planning (i.e. emergency procedures, resource coverage)
- Evaluate and manage internal risk assessments
- Implement findings from WHS audits and facilities audits into the planned maintenance programme
- Assist the Facilities Manager to ensure that all contractors are inducted, hold appropriate insurances/licenses and comply with the School's policies and procedures
- Oversee all contractors and consultants, ensuring quality standards are met

Staff Support

- Provide coverage to the Property Concierge desk as required, ensuring technical staff are not pulled off the tools to man the office
- Assist with management and development of the site-based facilities/maintenance team
- Identify and coordinate required training across all of the facilities/maintenance team
- Assist in conducting annual reviews of staff
- Provide and arrange cover/support for the site facilities/maintenance team where necessary
- Coordinate the leave requirements of the facilities/maintenance team

ESSENTIAL CRITERIA

- Relevant qualifications or experience in a related field as well as 5 years relevant experience in a similar management role
 - Demonstrable record of achievement and leadership in a similar role
 - Contemporary knowledge of relevant legislative and regulatory requirements, including BCA and WHS
 - Exceptional interpersonal skills, intellectually and emotionally intelligent, with flexibility to adapt in high pressure, changing environments
 - Well-developed forward planning, analytical and strategic thinking skills
 - Consultative, articulate and engaging
 - Ability to effectively engage with staff and build relationships across the broader community
 - Honesty and integrity in dealing with staff and other stakeholders
 - Ability to maintain clear and positive communication at all times
 - Financial awareness and ability to manage moving priorities within agreed budgets
 - Able to maintain high standards of quality within tight project deadlines
 - Able to manage conflicting priorities, work well under pressure and provide clear direction to all staff, peers and contractors
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- Able to demonstrate self-motivation and contribute to a team
 - Good oral and written communication skills
 - Computer literate, with the ability to manage varying systems
 - Strong prioritisation and organisational skills
 - Continuous improvement mindset

WORK HEALTH & SAFETY

The Assistant Facilities Manager will actively support and contribute to the maintenance and development of a safe working environment by:

- Active involvement in the work of the WHS committee
- Managing broader WHS compliance in accordance with legislative requirements
- Working within the WHS management systems that have been adopted by the School

LENGTH OF TENURE AND APPRAISAL

The Assistant Facilities Manager is appointed on a permanent full-time basis following the successful completion of a six month probation period and performance appraisal. The Assistant Facilities Manager will undergo a process of Performance Appraisal at regular intervals.

REMUNERATION

The remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*.

Superannuation Guarantee at the current legislative rate will be paid by the School in addition to salary.

Please note: Successful applicants will be required to provide the School with a current Working with Children Check number in accordance with Child Protection legislation