



PRINCE ALFRED COLLEGE

Role Profile: **Manager Housekeeping**

The Manager Housekeeping, working as part of the rostered internal Housekeeping team and with the assistance of external contracted resources, is responsible to the Director Property Services for providing Housekeeping and Laundry services for Prince Alfred College.

Reports to:

Director Property Services.

Other Key Relationships:

Director of Corporate Services, Manager Grounds, Manager Maintenance, Manager Events and Venues, Director Boarding.

Key responsibilities include the following:

1. Housekeeping and Contractor Management

- Lead the housekeeping (cleaning) and laundry operations, and the associated teams, across the College.
- Coordinate the waste management services in conjunction with the property services team.
- Provide support, and technical expertise, to the Director of Property Services.
- Coordinate key Housekeeping service and supply contracts.
- Perform cleaning duties as a rostered member of the Housekeeping Team (as outlined in conditions of employment in this document).
- Ensure all works are cost effective and minimises disruptions to the use of College facilities.
- Ensure a regime of inspection of completed works to ensure works are undertaken as per the agreed standard.
- Coordinate 'just in time' inventory levels for consumables and chemicals.
- Coordinate a regime of auditing across College assets and services in order to assess condition and determine Housekeeping priorities.
- Provide oversight for external contractor performance against the agreed scope of work and resourcing.
- Identify areas of innovation and continuous improvement within areas of responsibility and influence.
- Support the Contractor Registration and Individual Contractor Induction process prior to contractor engagement.
- Support the Director Property Services in representing stakeholder interests during Capital Development planning.

- Provide support responding to after-hour emergency or Housekeeping related issues as required.
- Contribute to the design, layout, installation, and documentation process of fixtures, fittings and systems to all areas of the College.

2. Security and Emergency Response

- Support the College during emergency response as identified within the Emergency Response Plan, or directed by the Chief Response Officer.
- Contribute to the review of the Emergency Response Plan as required.

3. Budget

- Ensure value for money by continuously seeking best price in accordance with the College Delegations of Authority.
- Adhere to the College financial and business guidelines and systems.
- Provide timely and accurate reconciliation of financial transactions including raising of Purchase Orders and payment of Invoices.
- Contribute to the periodic review of the Property Services budget within areas of responsibility.
- Contribute to the development of the annual Property Services recurrent and capital budget.

4. Relationships and Customer Service

- Support College staff in delivering key educational outcomes.
- Actively promote and demonstrate the values described within the School Operations' 'Customer Service Charter'.
- Positively contributing to College meetings and forums commensurate to the role.
- Provide timely and relevant communication to stakeholders, customers and team members as required.

5. Team and Personal Development

- Actively participate in Performance Management and Development programs for self and direct reports.
- Assist the Director Property Services to deliver College and School Operations team building and personal development initiatives.
- Positively contribute to Property Services team meetings and forums.
- Ensure effective operation of the Housekeeping team.
- Participate in recruitment and induction of staff, commensurate to the position.
- Support the Director Property Services in maintaining a flexible, resilient, skilled, and well-resourced team environment.

6. Administration

- Utilise relevant College administrative systems, protocols, and procedures to support daily operations.
- Coordinate and document Leave Planning within area of responsibility.
- Contribute to the development and periodic review of the School Operations Plan.

7. Workplace Health and Safety

- Coordinate the use, and periodic review, of Job Safety Analysis, Safe Operating Procedures, and relevant Registers within the Housekeeping team.
- Ensure Individual Contractor Induction process is completed prior to contractor engagement – including oversight of all compliance requirements (including WWCC).
- Report and escalate Workplace Health and Safety issues as identified.
- Respond to and resolve Workplace Health and Safety issues and requirements as allocated.
- Actively promote Workplace Health and Safety during toolbox meetings.

Key Knowledge and Skills:

1. Experience in managing Housekeeping teams operating in an educational and/or continuous occupation environment.
2. Excellent communication and interpersonal skills.
3. Demonstrated experience in implementing strategic operational plans.
4. Knowledge and experience in contractor management.
5. Ability to manage budgets and ensure value for money.
6. A commitment and focus on customer service, communication, and continuous improvement.
7. Excellent time management skills and ability to prioritise workloads.
8. A commitment to developing teams and working constructively within them.
9. Well-developed administrative and computer literacy skills – competent abilities in Microsoft Office.

Conditions of Employment:

To be negotiated. Proposed 3 days 0630hrs–1430hrs, 2 days 0900hrs–1700hrs – to ensure the role is able to support both the morning and afternoon teams.

Leadership and oversight of the housekeeping function will be allocated 50% of the full-time allocation and cleaning duties, as part of the Housekeeping roster, will form 50% of the role totalling 38 hours per week.

Salary:

As negotiated

Tenure:

Full Time, 3 Year Contract.

October 2022