



PRINCE ALFRED COLLEGE

Role Profile:

Director of Property Services

The Director of Property Services is responsible for leading and managing the functions of property services comprising maintenance, security, housekeeping and grounds. This role provides an efficient services function to the College community in ensuring the College's infrastructure and grounds are maintained and function reliably and efficiently. This role may oversee minor Capital Works up to \$1M as required. The School Operations team serve the community with the highest levels of customer service and outcomes. This role establishes key priorities in conjunction with the Director of Corporate Services.

Reports to:

Director of Corporate Service.

Direct reports:

Manager Grounds, Manager Housekeeping, Manager Maintenance, Administration Assistant (Property Services), Caretaker/Security.

Other Key Relationships:

Heads of Schools, Director of Boarding, Project Manager, Manager Events and Venues, Finance, RED Centre Operations Manager, Heads of Schools, Risk and Compliance Manager, WH&S Committee and ICT Manager.

Key responsibilities include the following:

1. Management

- Managing the planning and ongoing development and implementation of a preventative and programmed maintenance program that is cost effective and minimises disruptions to the use of College facilities.
- Manage the Programmed Maintenance and security systems.
- Manage the design, layout, installation and documentation process of fixtures, fittings and systems to all areas of the College as it relates to programmed maintenance.
- Ultimately responsible for the maintenance and upgrade of all equipment, plant, services and systems, and ensuring compliance to mandatory requirements of the current licensing legislation.
- Provide monthly reports on the Property Service Team's activities and achievements to the Director of Corporate Services.
- Maintain the KACE asset register.
- Coordinate and maintain the College vehicle fleet, including buses and ensure legislative requirements are met.
- Actively audit the College grounds and facilities each term to identify areas for attention and to ensure all preventative maintenance is identified and actioned;
- Other duties as agreed with the Director of Corporate Services.
- Provide support responding to after-hour emergency or Maintenance related issues as required.

- Set strategy in conjunction with the Director of Corporate Services and the Property Services team.
 - Identify and develop new relationships with suppliers and contractors to ensure quality and cost benefits.
- 2. Minor Works Capital Project Management and Delivery (for assigned projects with a value of up to \$1M)**
- Responsibility for all aspects of Project Delivery from preparing Tender Documents to awarding of contracts.
 - Identify and liaise with the key stakeholders on all minor capital works to assess building requirements and recommend agreed strategies for building works.
 - Manage, administer and coordinate design consultants for the various projects as required.
 - Engage, manage, administer and coordinate building contractors for the various project works.
 - Liaise with the College Project Manager on Major Projects as required to ensure consistency in all works throughout the College.
 - As required the Director of Property Services will attend the Infrastructure Committee meetings to report on minor Capital Works.
- 3. Security and Emergency Response**
- Lead the College during emergency response as identified within the Emergency Response Plan, or directed by the Chief Response Officer.
 - Review the Emergency Response Plan as required.
 - Support the operation of Electronic and Mechanical Security Systems, and Fire Detection System as required.
 - Support the operation of surveillance cameras (including policy implementation and adherence to legal requirements).
 - Take on the role of Incident Controller in Emergencies or drills.
- 4. 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.
 - Management of the Property Services budget within areas of responsibility.
 - Contribute to the development of the annual Property Services recurrent and capital budget.
- 5. 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.
 - Interact with diplomacy and professionalism with a diverse range of internal and external stakeholders.

6. Team and Personal Development

- Provide feedback and development to the Property Services team through the implementation of performance management and career development programs.
- Lead the delivery of team building and personal development initiatives for the team.
- Lead Property Services team meetings and forums.
- Recruitment, induction and training of staff.
- Support the Director of Corporate Services in maintaining a flexible, resilient, skilled, and well-resourced team environment.
- Identify and support the training and development of staff to support multi skilling and a flexible workforce.
- Foster a sense of team and pride in the provision of services.

7. Administration

- Utilise relevant College administrative systems, protocols, and procedures to support daily operations.
- Coordinate and document Leave Planning for the team.
- Identify and implement continuous improvement initiatives to enhance the operations of the College's facilities and services.
- Ensure the Property Services team are aware of the College's WHS policies and maintenance procedures are undertaken in accordance with the relevant policies through regular 'tool box' meetings.

8. Workplace Health and Safety

- Ensure the use, and periodic review, of Job Safety Analysis, Safe Operating Procedures, and relevant Registers within the Property Services team.
- Ensure Individual Contractor Induction process is completed prior to contractor engagement.
- Report and escalating 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:

- Excellent communication and interpersonal skills.
- Demonstrated experience in developing and implementing strategic operational plans.
- A commitment and focus on continuous improvement.
- Excellent time management skills, and ability to prioritise workloads and manage projects.
- Team player – a commitment to developing teams and working constructively within them, and taking responsibility for organising own work.
- Knowledge and experience in contract management.

Salary:

As negotiated.

Tenure:

5 Year Contract

February 2023