

Head of Property | Position Description



Position title: Head of property

Reporting to: Business Manager

Why your role matters:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the Schools objectives.

This position has primary responsibility for managing the maintenance team and outsourced suppliers to deliver effective and efficient operational and maintenance programs, including preventative and reactive maintenance. In particular, the role manages trades, semi-skilled employees and service contractors to ensure assigned work conforms to planned quality, time and cost requirements, and is compliant with all relevant local and state regulations.

In addition, the Head of Property works closely with the Business Manager and is a key lead and supplier liaison for major School building projects undertaken as part of either the masterplan, or major capital works budget. This work includes Business Case development, development of project scope, running supplier tender and selection processes, project management, project reporting, supplier management, reviewing and approving project costings, providing advice on site specific issues, and school stakeholder management.

What you have to do to succeed:

- Provide constructive leadership to staff working in the maintenance team including motivating, coaching, training and providing feedback to staff to ensure they understand and meet the requirements of their role and responsibilities and add value to the School.
- Develop a strong and trusted relationship with the Senior Leadership Team by ensuring they are consulted and collaborated with on operational and maintenance programs and they are kept informed of all major works, program timings and potential interruptions.
- Maintain School facilities (buildings, machinery, equipment and grounds) to ensure they are in suitable condition to provide safe and compliant facilities.
- Develop, implement and drive the running of an extensive preventative maintenance program focusing on quality, time, cost and community needs. Including delegating tasks to team members with appropriate skill sets and preparing daily work schedules for the team.
- Proactively liaise with all stakeholders to ensure works are co-ordinated to minimise disruption to the learning environment for students and boarders.
- Provide timely feedback and updates to staff on the progress of maintenance work requests as required.
- Develop tenders and obtain competitive quotes for large significant works, including actively participating in annual reviews, tenders of services and systems improvements.
- Make professional judgements to solve complex problems when there are no clear methods or procedures in place for doing so.
- Deliver specific objectives as agreed with the Business Manager to achieve the values, goals and strategies of the School.

- Provide ideas, champion and implement Sustainability programs that rely on Facilities team skills and knowledge, as well as promoting Sustainability as a key goal in all Facilities related decisions.
- Provide ideas and relevant operational knowledge into development of Decanting and Operational Management plans to support School Masterplan activities
- Work closely with Academic leadership and Learning Enhancement staff to identify and maintain suitable spaces for school examinations, including for those students that require adjustments.
- Deal diplomatically and constructively with any matters arising in relation to properties neighbouring the school, supporting effective problem resolution and good relationships.
- Work closely with the Business Manager to manage all school tenancies and leases, including that for Dower House, the residence of the Head of School. When required, participate in strata management meetings and undertake committee membership roles for properties owned by the school.
- Ensure compliance with the Schools Code of Conduct, all other internal policies and procedures and health and safety laws and regulations.
- Participate actively as a key member of the WHS Committee.
- Actively participate as a key member of the project team representing the School on master plan projects.

What do you need to succeed?

- Qualified in a trade used in building repair and maintenance.
- Extensive knowledge of building maintenance and construction practices and methods.
- Demonstrated experience in preventative maintenance programs and building management systems.
- Formal qualifications in WHS and demonstrated experience managing WHS compliance in a complex working environment
- Ability to read and interpret blueprints, sketches and detailed drawings.
- Experience in leading and managing people using a collaborative style to maintain a strong team approach.
- Commitment to prioritising budgets within school budget parameters, seeking value for money, and active management of projects to avoid unbudgeted variations.
- Exceptional interpersonal skills and commitment to positive relationships and professional communications with all stakeholders.
- Excellent understanding of and commitment to risk management and WHS principles along with a working understanding of applicable legislation as it relates to the School
- Excellent personal presentation, wearing uniform provided by school, and being highly visible, proactive and responsive to school stakeholders.
- Well-developed time management and organisational skills.
- A valid Working with Children clearance.

Name: _____

Signed: _____

Date: _____