



La Salle College

Touching Hearts, Teaching Minds, Transforming Lives

ROLE DESCRIPTION

Manager of Properties

ACCOUNTABLE TO:	Director of Finance & Administration
DEPARTMENT:	Properties
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Enterprise Bargaining Agreement 2014
LEVEL/ STEP:	Dependant on skills and experience
TENURE:	An initial term of five years Extension of the initial term is dependant upon successful review of performance in relation to the defined responsibilities.
EMPLOYMENT STATUS:	Full-time

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community.

The foundations upon which our College is built are:

- A strong sense of community
- A rich Pastoral Care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Manager of Properties is responsible for both the strategic planning and day to day operations of all properties owned or utilised by the College.

Within the role, the Manager of Properties supports the Catholic Identity of the College and works collaboratively with other staff and members of the school community.



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KEY OUTCOMES

Management

- Staff are managed effectively to meet operational requirements
- New staff are inducted into the College and understand and follow College policies and procedures, in particular, Occupation, Health and Safety requirements
- Regular informal and formal feedback is provided to staff regarding their performance
- Positive working relationships are developed with College staff, external suppliers and government agencies

Properties

- All properties owned or utilised by the College are compliant with applicable legislative requirements at all times (e.g. bushfire emergency plans)
- Pro-active assistance with the planning and set up of College events is provided to staff, including costing where applicable
- Sub-contractors are engaged as required and managed effectively
- The College's asset management plan is regularly updated and managed
- Oversees and responds to Security matters including patrols, alarm monitoring and after-hours callouts as necessary
- A plan for scheduled maintenance and improvement is developed, approved by Senior Leadership and managed effectively

Financial

- The Properties budget is developed in conjunction with the Director of Finance and Administration and effectively and appropriately managed
- Sub-contractor agreements are reviewed annually to ensure a competitive service and price is obtained for the College
- Sound financial records are kept and are easily accessible
- Financial information is reviewed, and feedback is provided to the Director of Finance and Administration

Community

- Supports the Catholic ethos of the school
- Strong working relationships are established and maintained with students, staff, parents and other members of the College community
- Other duties as directed by the Principal



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SKILLS AND EXPERIENCE

- Previous experience in a similar role managing/ supervising staff
- Tertiary qualifications in facilities/property management or similar are highly desirable
- Strong department management skills
- Experience managing general maintenance programs and projects
- Proven experience training and developing team members
- High level of written and verbal communication skills
- Strong interpersonal skills
- Sound understanding of OHS requirements
- Competent computer skills
- Current Senior First Aid Certificate
- Current National Police Check
- Current Working with Children Check
- Have completed Accreditation to Work in a Catholic School (for those new to the CEWA system this will need to be completed within an agreed time)
- Practising member of the Catholic Church would be highly desirable