



POSITION DESCRIPTION

Position name	Facilities & Operations Manager
Employment Status	Permanent, Full-time
Load	38 hours per week, 48 weeks per year
Classification	6
Key Relationships	Reporting to the Chief Operating Officer, this role will work closely with the Infrastructure & Maintenance teams, Marketing and Events teams, the Senior Leadership Team (SLT) the Infrastructure and Projects Manager and Daily Administrator.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

The Facilities and Operations Manager is responsible for managing the operational performance of the physical assets of the College, its connected services and the processes that support it, ensuring the efficient delivery of safe, functional spaces for students, staff and external stakeholders.

Position Overview:

As Facilities & Operations Manager you will work collaboratively with both internal and external stakeholders, including the College's Infrastructure and Maintenance teams, Marketing & Events teams and key service providers (cleaning, waste management, security etc) to effectively manage the College's various facilities.

With strong organization and time management skills you are adept at managing multiple, competing demands and prioritizing work. An effective interpersonal communicator, you collaborate effectively with stakeholders, set and manage expectations. Technically, you bring demonstrable commercial expertise, site and facilities management experience with a strong focus on workplace health and safety.

Key Responsibility Areas:

1. Facilities Management

- Working collaboratively with the Infrastructure (capital renewal, upgrade and replacement) and Maintenance (repairs, maintenance, upgrades and improvements) leads, ensure physical infrastructure is managed and operated effectively and efficiently to meet the needs of the College community
- Ensure all facilities are in appropriate operational condition, collaborating closely with Maintenance Team to coordinate, prioritise and schedule reactive and proactive maintenance and improvements
- Management and oversight of building systems across the College, including BMS, EMS and CCTV, including the development of strategies for more efficient energy and resource use
- Management of security and access controls, including keys, for all facilities across the College
- Coordination of the non-routine usage of common areas across the College, including meeting spaces, sports facilities, collaborative areas etc. *Note: the role is not responsible for the allocation of staff offices or the timetabling of teaching and learning spaces*
- Responsible for overseeing the effective operation of Fire Panel and Occupant Warning System (OWS) activities to ensure the College meets operational and compliance guidelines
- Provide adequate notification to heads of school and other college staff regarding facility closures and impacts on available spaces.
- Develop and manage the Facilities Asset Register

2. Budget Management

- Provide support to the Finance Manager and Infrastructure & Projects Manager in the development of the Operating and Capital budgets
- Monitor expenses related to facilities management and vendor/contract management

3. Sustainability

- Leadership and management of the College's Sustainability strategy and roadmap
- Managing the collection of data and the development of clear reporting, demonstrating the College's achievement towards its key emissions reduction targets
- Coordinating with College leaders to implement corporate and educational strategies to achieve sustainability outcomes and objectives
- Recommend and implement sustainable practices across the College's facilities

4. Partnership and Contract Management

- Management and oversight of all facilities based contracts
- Source and negotiate contracts with service providers as required
- Perform contractor site inspections as required
- Management and oversight of the College's operational partnership with YMCA
- Management of external hire arrangements of the College's ovals and buildings
- Management of non-student related insurance activities (buildings & motor vehicles)

5. Continuous Improvement

- Collaborate with the Infrastructure & Projects Manager to plan long-term facility improvements and expansions
- Support the Infrastructure & Projects Manager and Chief Operating Officer in construction or renovation projects, representing operational user groups and their needs with respect to the safe and efficient use of the final product

6. Events

- Assist the Maintenance team with the coordination of 'bump-in' and 'bump-out' activities, as required
- Develop processes and procedures for event facility management to ensure efficiency throughout the process
- On occasion, attend after hours events to ensure the safe and secure management of facilities

7. *Work Health Safety and Wellbeing*

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others
 - Report all accidents, incidents and hazards as soon as is practicable
 - Act as Deputy Chief Fire Warden including at time being the out of hours contact for fire and security services
 - Conduct safety inspections, monitor/evaluate compliance with building safety standards and implement correct actions to ensure a safe workplace for all facility users
 - Read and adhere to all Scotch WHS guidelines and policies
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Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Working in a complex stakeholder management environment
- Operational Management in a busy and varied role
- Site and facilities management

Qualifications, skills and knowledge

- Experience managing operational infrastructure activities
- Thorough understanding of building systems and regulations
- Exceptional problem-solving skills
- Excellent time management and organisational skills
- Experience in providing accurate, timely and concise reporting to senior leadership and/or board/committee level
- Extensive knowledge of WHS practices
- Excellent digital literacy
- High proficiency in financial management of applicable budgets

Key Selection Criteria:

- Demonstrable facilities management experience, preferably within a complex, matrixed style organization
- Knowledge and experience of commercial requirements in the operational context
- Ability to develop and maintain effective relationships, including collaborating to achieve shared outcomes
- Solutions orientated with high level of energy and a 'can do' attitude
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a community to achieve successful outcomes
- Superior organisational skills with demonstrated ability to prioritise, set goals and manage time
- Capacity to demonstrate resilience in the face of set-backs or challenges
- Ability to work through 'road blocks' and problem solve, implementing a best fit solution for all stakeholders
- Demonstrated commitment to continual professional and personal development

Conditions of Employment:

- Must be eligible to work in Australia
- Must have a current South Australian Drivers Licence
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the College's Enterprise Agreement

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some reasonable out of hours work and 'on-call' arrangements. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.