



Role Description

Title: Facilities Coordinator

Reports to: Principal

Classification: Services Staff Level 4 + Supervision Allowance

1.0 Purpose

The Facilities Coordinator ensures that College facilities, grounds and equipment are presented and maintained to a high standard by coordinating, planning and scheduling maintenance and cleaning services. This role contributes to the College profile through the development of College facilities, grounds and events, in accordance with the College Masterplan.

2.0 Experience and qualifications

Essential

- tertiary qualifications at certificate level or trade qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- demonstrated experience working with accounting software and the Microsoft Office suite of products; especially Excel to an intermediate level
- effective communication and relationship building skills
- experience in labouring and operation of some machinery
- reliable and flexible work ethic
- ability to work in a team environment, using initiative and with minimal supervision
- ability to schedule self and / or others to achieve outcomes
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- empathy with the values and ethos of the Catholic faith

Desirable

- previous experience in a similar role would be an advantage
- MR Licence

3.0 Key result areas

- 3.1 Ensure that College facilities, grounds and equipment are presented and maintained to a high standard by coordinating, planning and scheduling maintenance and cleaning services.
- 3.2 Complete administrative and supervisory tasks and maintain accurate records pertaining to the role requirements.

3.3 Collaborate and communicate with others to ensure high professional standards are met.

3.4 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).

3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Facilities Coordinator

3.1 Ensure that College facilities, grounds and equipment are presented and maintained to a high standard by coordinating, planning and scheduling maintenance and cleaning services.

- In consultation with the principal, coordinate the overall maintenance of the College facilities and grounds in accordance with College Masterplan.
- Monitor strategic organisation and planning that allows for continued improvement of the College facilities.
- In conjunction with the College Business Manager manage the hiring of College facilities and equipment by ensuring that hire contracts, public liability insurance, security deposits, access keys and security codes, payments and inspections are documented and comply with College public access procedure.
- Monitor stores and facilities; ensuring all building, plant, equipment maintenance requests and tasks are tracked, recorded, and completed promptly.
- Organise registered tradespeople to complete maintenance tasks which are unable to be completed by College staff.
- Have a comprehensive understanding of NHVR regulations.
- Comply with all work health and safety policies, safe work procedures, instructions and rules, and promote a positive safety culture in the College.

3.2 Complete administrative and supervisory tasks and maintain accurate records pertaining to the role requirements.

- Supervise and provide training to subordinate staff, including tradespersons, as required.
- Ensure all contractors that come on site are compliant with relevant Workplace Health and Safety and procedures.
- Use discretion and judgement in planning and allocation of activities, selection of equipment, work organisation and scheduling, and service actions, to achieve outcomes within time constraints.
- Coordinate diary appointments, prioritise correspondence, meet with contractors, and schedule staff.
- Provide a comprehensive range of high-level administrative support including:
 - research and recommendations for action
 - data management, extraction and quality assurance
 - preparation of accurate and timely reports
 - coordination of tasks across teams
 - records, document and financial management
 - preparation of budgets and financial reports
 - development of procedures in conjunction with WPHS & the Principal as required.

3.3 Collaborate and communicate with others to ensure high professional standards are met

- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- Assist the principal in monitoring building programs by liaising with architects, contractors, subcontractors and attending site meetings.
- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service.
- Establish and maintain effective communication networks and work collaboratively with stakeholders.

3.4 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).

- Contribute as a member of the College to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan.
- Provide information and assistance in line with the College's policies, procedures and guidelines.
- Assist supervisors/line managers in identifying marketing and communication needs, including identifying service and support issues and offering solutions and improvements, and contribute to the development of standardised policies and procedures.
- Participate in performance and development conversations and attend to professional learning needs as identified.
- Attend professional development as appropriate.

3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

- Complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates.