



SUCCESS PROFILE – Facilities Manager

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Facilities Manager
DIVISION:		Residential Education, Care & Community
CAMPUS:		Timbertop
REPORTS TO:		Business Manager
DIRECT REPORTS:		Facilities Coordinator Farm Manager
EMPLOYMENT STATUS:	Tenure	Full Time Ongoing
	Hours	37.5 hours per week
	Working Weeks	Standard 52 Weeks 48 working weeks, 4 weeks annual leave
CLASSIFICATION:		Operational Salary Scale General C6

THE ROLE

General Description and Role Purpose

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus, and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

The Timbertop Facilities Department of Geelong Grammar School is responsible for providing a range of services to the campus including building & asset maintenance, contractor management, minor and capital projects, fleet management, grounds management and operational and logistic support for the Timbertop outdoor programme.

The Facilities Manager provides leadership to the Timbertop Facilities and Farm Department with the objective of the smooth and effective running and day to day operation of the grounds and farm, developing strategy, planning, procurement, and budget controls for continuous improvement and leading best practice.

Key Responsibilities/Accountabilities

- Develop, implement, and manage the Timbertop Campus Assets Management Strategy to deliver efficient strategies, planning, improvements, and up-grade programs
- Maintain and monitor the Assets Management Plan including maintenance, renewals and upgrades, Essential Safety Measures (ESM) and risk management
- Provide leadership, supervision, and guidance to the Facilities and Farm Teams and identify and support learning and development opportunities
- Provide technical support, input, and advice to the Timbertop Facilities and Farm Teams
- Develop and improve the quality of operational plans that encompass planning both short and long-term maintenance
- Develop preventative maintenance schedules, service contracts and service level agreements with the Business Manager



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- Support the Business Manager in the operational management of contracts and monitoring the quality of works being performed against contract requirements (KPIs) and/or industry standards and Workplace Health and Safety expectations in consultation with other stakeholders, including the Occupational Health Safety and Wellbeing Business Partner)
- Maintain rigorous overview and accountability for the planned maintenance budgets
- Oversee the school's facilities management system for the Timbertop Campus including job flow, scheduling and reconciliation of works planned and delivered and report as directed
- Oversee key infrastructure including the water treatment plant, sewage plant and water testing
- Lead continuous improvement activities and ensure OHS policies are followed
- Additional duties commensurate to the role as required
- Attend and contribute to regular Operational Leadership Team meetings
- Lead the facilities and farm team meetings

Out of hours contact/ other role requirements

- The incumbent may be required to travel to other campuses, and stay overnight (or longer)
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.
- Weekend work to support the farm, e.g. feeding livestock, and grounds may be required on occasion

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐
Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to 19 kg Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☐	☒	☐	☐
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☐	☒	☐	☐
Work at Heights	Using ladders, scaffolding or other objects	☐	☒	☐	☐
Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (e.g. Rivers or rainy weather)	☒	☐	☐	☐
Fatigue Capacity	Working non-business hours shifts	☐	☒	☐	☐



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	Overnight supervision of students Being on-call Possible sleep disruption				
Travel	Off-site travel	☐	☒	☐	☐
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☐	☒	☐	☐
Workspace Layout	Open-plan or shared workspace	☐	☒	☒	☐
Screen-Based Work	Prolonged computer use	☐	☐	☒	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☐	☒	☐	☐
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☒	☐	☐
Outdoor work	Work in hot, cold, wet conditions	☐	☒	☐	☐
Working alone	Work alone or in isolation	☐	☒	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☒	☐	☐	☐
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☒	☐	☐
Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☐	☒	☐	☐
Decision-Making	Exercising judgment within delegated authority	☐	☐	☒	☐
Confidentiality	Handling sensitive or personal information	☐	☐	☒	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure and ambiguity	☐	☐	☒	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Qualifications

- Relevant qualifications and/or significant experience managing maintenance and/or facilities and/or project management.

Desirable

- First Aid qualifications (HLTAID011 Provide First Aid Course)
- Anaphylaxis Management Accreditation (22578VIC - Course in First Aid Management of Anaphylaxis)
- CPR Course (HLTAID009 - Provide cardiopulmonary resuscitation)



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Experience | *What you HAVE DONE*

- Relevant experience in a leadership role within either the maintenance and/or construction disciplines.
- Demonstrated relevant industry-based experience in project management, contract administration and systems maintenance management.
- Demonstrated understanding of, and experience in, ensuring compliance with relevant NCC and OH&S regulations and practices within the facilities maintenance and/or construction industry.
- Well-developed interpersonal and communication skills with a proven ability to manage a team to create and deliver a customer focused environment.
- A sound understanding of Computerized Maintenance Management Systems.
- High level of competency with contemporary office software
- Excellent organisational, administrative and time management skills, including the ability to manage multiple tasks within associated timelines.
- Demonstrated experience developing reports and coordinating projects and tasks within budget parameters.
- A proven ability to develop and maintain organisational systems and procedures.
- The ability to fulfill the physical requirements of the role from an OH&S perspective (note: a medical certificate may be requested).

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil
- Builds connections

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)
- Aligned to the School's *Light Blueprint*

WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's *Light Blueprint*, individual performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.



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- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.

Reviewed by:	Tom Hall	Title:	VP RECC
Approved by:	Employee Engagement		
Effective Date:	25 August 2026		