



POSITION DESCRIPTION

POSITION:	Facilities Supervisor
DEPARTMENT:	Facilities
CAMPUS:	Timbertop
DATE PREPARED:	January, 2025
REPORTS TO:	Business Manager
DIRECT REPORTS:	Facilities Coordinator
EMPLOYMENT STATUS:	Full Time – Ongoing

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

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.

POSITION OBJECTIVE

The Facilities Supervisor provides leadership to the Timbertop Facilities Department with the objective of developing strategy, planning, procurement, and budget controls for continuous improvement and leading best practice.

KEY RESPONSIBILITIES

The Facilities Supervisor is responsible for the following tasks:

- 1) Develop, implement, and manage the Timbertop Campus Assets Management Strategy to deliver efficient strategies, planning, improvements, and up-grade programs
- 2) Maintain and monitor the Assets Management Plan including maintenance, renewals and upgrades, Essential Safety Measures (ESM) and risk management
- 3) Provide leadership, supervision, and guidance to the Facilities Team, and identify and support learning and development opportunities
- 4) Provide technical support, input, and advice to the Timbertop Facilities Team
- 5) Develop and improve the quality of Operational Plans that encompass planning both short and long-term maintenance
- 6) Develop preventative maintenance schedules, service contracts and service level agreements
- 7) Responsible for the 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
- 8) Maintain rigorous overview and accountability for the planned maintenance budgets
- 9) Oversee fmXpert for the Timbertop Campus including job flow, scheduling and reconciliation of works planned and delivered
- 10) Oversee key infrastructure including the water treatment plant, sewage plant and water testing
- 11) Conduct annual plant and equipment lifecycle reviews
- 12) Lead continuous improvement activities and ensure OHS policies are followed
- 13) Additional duties commensurate to the role as required

ORGANISATIONAL RELATIONSHIPS:

The Facilities Supervisor reports to the Business Manager and has a close working relationship with the following positions with the School and external to the School:

Internal Liaisons

- Timbertop Facilities Dept staff
- Timbertop operational and teaching staff
- Corio Facilities Dept staff
- OHSW Business Partner
- Student Safeguarding and Risk Officer

External liaisons

- Catering and cleaning contractors
- Consultants and suppliers
- Relevant contractors
- Government agencies
- Local authorities

KEY SELECTION CRITERIA:

- 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 Computerised Maintenance Management Systems.
- 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).
- A proven ability to demonstrate Courage, Compassion and Curiosity and the application of the Strategic Imperatives.

QUALIFICATIONS AND EXPERIENCE:

- Relevant qualifications and/or significant experience managing maintenance and/or facilities and/or project management.
- High level of competency with contemporary office software

Desirable

- Relevant experience in School or Tertiary settings
- Anaphylaxis
- First Aid
- CPR

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Current driver's licence
- 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.