



KINROSS WOLAROI
— SCHOOL —

Facilities Manager

Candidate Information Pack

Closing date: 16 January 2022

January 2022



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi is a non-selective school with over 1,100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called "Wolaroi", is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called "PLC", is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

Further information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School.



About the position

The role of the Facilities Manager

The primary objective of the role is to support the operations of the School by ensuring the built environment is conducive to an outstanding student experience and is a safe and inviting place for staff, students and visitors. The Facilities Manager assists the Business Manager by taking responsibility for the management and efficient operation of the School's Facilities department including the maintenance and development of the School's buildings, grounds, plant, equipment & infrastructure, staff and contractor management and the achievement of organisational goals.

The Facilities Manager is head of the Facilities Department, comprising 30 staff and supported by contractors. The Facilities Department comprises the Maintenance, Grounds, Cleaning and Laundry teams, with each team lead by a Supervisor. The role requires an extensive understanding of property, infrastructure and facilities management. A background in a construction trade is essential.

The Facilities Manager is appointed by and acts under the direction of the Business Manager and is a member of the Business Management Leadership Team. In this capacity, the Facilities Manager will be expected to make a contribution to the whole-of-school planning and strategy.

The Facilities Manager will liaise with:

- The Principal
- The Deputy Principal & Head of Senior School
- Head of School Departments
- Contractors
- Government Departments and Statutory Bodies
- The Business Manager
- The Head of Junior School
- External Vendors and Suppliers
- Insurers

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Departmental Leadership	<ul style="list-style-type: none">• Lead the Maintenance, Grounds, Cleaning and Laundry teams in the performance of their duties and promote a positive and cooperative culture.• Drive positive change and instil a customer centric work philosophy throughout the teams.• Performance management of staff and teams where necessary.
Planning	<ul style="list-style-type: none">• Develop the strategic and operational maintenance plans for the School including the development of routine and preventative plans.• Schedule and document planned maintenance activities, including but not limited to the development of essential services, mechanical, electrical, plumbing, security, fire services, asbestos audits and pool maintenance schedules.• Identify, report and advise on major furniture, fixture and equipment renewal needs across the school.



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Key Word	Duties
Capital Planning and Expenditure	<ul style="list-style-type: none"> Support the Principal and Business Manager in the develop the Capital Plan for major facility, furniture, infrastructure and equipment renewal/improvement needs on a whole-of-school basis. Manage the Capital Plan and its budget requirements as approved by the School Council. Act as Project manager for specified major capital development programs under the general superintendence of the Business Manager.
Budget Management	<ul style="list-style-type: none"> Develop annual departmental budget submissions and manage departmental expenditure in accordance with approved budgets. Search for inefficiencies and productivity gains to maximise available budget. Manage grant and subsidy applications applicable to the facilities.
Report and Analysis	<ul style="list-style-type: none"> Provide accurate statistical reports to the Business Manager on departmental activities including analysis of recurrent maintenance costs. Provide the Business Manager with reports on the effectiveness of the School's maintenance and facilities management programs as required and make recommendations on changes to the strategy or execute plans as the need arises.
Workplace Safety	<ul style="list-style-type: none"> Ensure quality standards and all workplace health and safety (WHS) regulations are adhered to. Manage risk associated with departmental tasking to ensure the safety of all works undertaken. Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the School workplace. Implement policies and procedures that meet WHS standards. Oversee the security operations of the School with regards to the onsite guarding as well as the physical infrastructure. Review the traffic conditions relevant to the School and improve the conditions particularly to ensure safety.
Contract Management	<ul style="list-style-type: none"> Instruct service contractors and ensure that works are carried out with due regards to protection of the School's built environment and grounds and with minimum disruption to School activities. Review all documentation including plans and specifications for work to be carried out by external contractors. Provide advice to the Business Manager on the appointment of contractors via appropriate tendering processes. Manage the day-to-day operational aspects of work being undertaken by external contractors. Ensure that contracts are fulfilled in accordance with the agreed specifications including meeting all requirements of regulatory compliance.



Key Word	Duties
Sustainability	<ul style="list-style-type: none">• Proactively identify opportunities to improve the School's sustainability position, including but not limited to, reduction of carbon emissions, implementation of renewable resource projects, etc.• Assess energy management opportunities and sustainability measure in relation to supplier contracts and infrastructure improvements.
Service Support	<ul style="list-style-type: none">• Manage the system to respond to service requests from staff for breakdowns and repairs and ensure that records of such requests and the rectification processes adopted are maintained.
General	<ul style="list-style-type: none">• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Business Manager (the Supervisor).



Selection Criteria

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

A natural team player with proven ability to work collaboratively with a diverse range of people whilst maintaining focus on the required outcome.

An ability to demonstrate a high level of initiative and organisational skills, and the ability to plan, set priorities and make sound judgements based on thoughtful evaluation so as to meet the objectives of the School.

Ability to remain calm and think clearly under pressure.

Willingness to support the mission, vision and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

Essential Professional Criteria

Minimum of 10 years working in the building works or facilities management industries.

Demonstrated success in leadership in a complex property or facilities management role including a capacity to influence culture and implement strategies.

Demonstrated success in leading and managing small/medium teams of staff.

Demonstrated success in the management of all phases of a project lifecycle (planning, execution, review, assessment), with demonstrated experience in a range of different scale projects, minor capital works through to major building projects.

Demonstrated experience in the management of and delivery within departmental/project timelines and budgets.

Demonstrated knowledge of the National Construction Code.

An appropriate professional qualification in a building trade and a commitment to ongoing professional learning.

NSW drivers licence

Desirable Professional Criteria

15 years or more experience in the building works or facilities management industries.

Builder or Tradesperson license



General Expectations for staff at KWS

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Participate in staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

COVID-19 Vaccination

It is an expectation for employment at the School that all staff have either received two (2) doses of a recognised COVID-19 vaccine or been issued with a medical contraindication certificate. This expectation is in line with Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021.

Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



Appointment conditions

Employment will be offered on the basis of a full-time, ongoing role.

The role is a full-time position and will require attendance on School business at a variety of locations at any time of the day or week. The hours of work are 8.30AM to 4.36PM Monday to Friday. Some work outside these hours may be required.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The salary offering of the role will be established between \$110,000 - \$135,000 commensurate with the experience of the successful candidate.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



Application

To make a confidential enquiry about the position, please contact Madeleine Thomas, Human Resources Advisor on 0455 774 383 / mkthomas@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mkthomas@kws.nsw.edu.au

or addressed to

Ms Madeleine Thomas
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.

The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and/or digital media.
 - All applicants will receive an acknowledgment of receipt within two working days of email receipt. If you have not received an acknowledgement, you should contact the School to confirm receipt.
 - The initial shortlisting process will be completed within two weeks of the closing date.
 - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
 - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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