



ROLE DESCRIPTION

Position Details

Title:	Property and Facilities Advisor
Reports to:	Manager Planning, Risk and Infrastructure
Office Location (primary)	Catholic Education Office Ballarat

Organisational Tradition and Context

The Catholic Education Office Ballarat (CEOB) is a community of staff gathered in Jesus' name to establish a clear vision to guide the Catholic education community now and into the future. Catholic Education in the Diocese of Ballarat has its foundation in communities of believers who have made their education system a place of welcome and who reach out to nurture all God's people.

All employees are invited to build upon this foundational belief through the personal expression of their work and by demonstrating a commitment towards helping to achieve the Vision and Mission of the Diocesan Education Community.

OUR VISION

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

OUR MISSION

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Delegations

The Director of Catholic Education (who is also the Chief Executive Officer of DOBCEL) acts:

- with a delegation from the Bishop in the organisational, administrative, support and service matters related to all 64 Catholic schools within the Diocese.
- with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and CEOB, the appointment, supervision and performance management of principals of DOBCEL schools and CEOB staff.

Delegations to other staff within the Catholic Education Office are defined in the relevant DOBCEL or CEOB policy, procedure or role specification and should be observed at all times.

Purpose of the Role

The role of the Properties & Facilities Advisor is to provide support, assistance and direction to principals and school-based officers regarding the safe management of the built environment and to act as a resource to support compliance with all relevant industry and legislative requirements including:

- the provision of timely advice, information and direction on compliance with the Building Code of Australia, relevant Australian Standards and regulations;
- assisting in the development and implementation of whole-school building and facility initiatives;
- responding to and effectively managing building and facility queries from schools and regulatory authorities;
- provide advice and direction on capital projects and minor works;
- assist with insurance claims as required;
- working with schools to identify strategic building compliance priorities;
- providing expert audit and risk mitigation analysis and advice
- responding to and effectively managing building and facility queries from schools

This role will involve working directly with schools to implement local building initiatives and working with the Catholic Education Office to successfully develop and implement strategic improvements for the built environment across all Diocesan schools.

Key Responsibilities

In partnership with the relevant Principal, Governing Authority and the Manager, Planning, Risk and Infrastructure this role will:

Advice & Support

- Provide advice to principals and school communities on the implementation, compliance and adherence to DOBCEL and Catholic Education Office Policies and Procedures and relevant funding agreements as appropriate;
- Provide induction for new staff on the role and responsibilities of properties and facilities management within schools;
- Work with school communities to determine the current requirements of reactive and planned maintenance and establish a detailed programs and systems to support identified needs and monitor progress;
- Work directly with school leaders and teaching staff to support the implementation of necessary adjustments to the built environment to ensure risks are identified and rectified;
- Work collaboratively with schools regarding budget priorities for properties and facilities related works required to improve educational outcomes and provide safer environments;
- Support school communities with risk management strategies as required, including planning, monitoring and evaluation of relevant risks;
- Develop specialist resources to assist schools with properties and facilities related tasks;
- Monitor and maintain accurate records of meetings and relevant registers;
- Build the capacity of staff within schools to have a better understanding of the requirements and accountabilities regarding inspections;
- Provide professional specialist advice, support and mentoring to schools given the outcome of relevant audits and inspections;

Other

- Carry out all other duties that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time

Partnering and Communication

The Property and Facilities Advisor will ensure effective networks of communication are established to:

- ensure schools are provided with high-quality integrated support in response to identified needs;
- facilitate effective working relationships between schools and the Catholic Education Office;
- support and advise principals, parish priests, congregational leaders and canonical administrators as required;
- maintain professional working relationships between Diocesan schools, external agencies, regulatory authorities and contractors as required;
- ensure the Catholic Education Office remains informed of any matters requiring support or attention;
- participate as an active team member, promoting and contributing to team meetings and a positive work environment;
- work as a member of a multi-disciplinary team;
- facilitate professional learning for school leaders as required;
- provide relevant updates, reports and presentations for CEOB team meetings as requested;

Performance and Professional Development

The Property and Facilities Advisor will:

- participate in regular conversations with and take direction from the Manager Planning, Risk and Infrastructure;
- participant in regular team meetings and committees as required;
- model appropriate language and behaviour at all times when representing the Catholic Education Office;
- be committed to continuous professional development;
- complete all mandatory training as required by Catholic Education Office Ballarat;
- maintain professional awareness and competency in current research and best practice pertaining to relevant regulatory obligations;
- Complete all mandatory and recommended training as determined by the Catholic Education Office Ballarat

Occupational Health and Safety

CEOB must provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all CEOB employees must, so far as is reasonably practicable:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their acts or omissions;
- cooperate with anything the CEOB does to comply with OHS requirements;
- neither 'intentionally nor recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all injuries, accidents, incidents or unsafe conditions in the workplace;
- work constructively and co-operatively and consult with elected Health and Safety Representatives in regard to workplace OH&S changes and issues;
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.

Safeguarding of Children and Young People

The Catholic Diocese of Ballarat is committed to providing a safe environment for people of all ages, with special concern for children and young people. This role must:

- adhere to the DOBCEL Safeguarding Children and Young People Code of Conduct
- have a demonstrated understanding of and commitment to all aspects of child safety legislative requirements including, but not limited to, Ministerial Order 870;
- maintain knowledge of the mandatory requirements and professional standards associated with the safeguarding of children and take appropriate action when required;
- comply with all DOBCEL and Catholic Education Commission of Victoria (CECV) child safeguarding policies and practices;
- complete as a minimum, all mandatory competencies/training.

Skills and Capabilities

To be successful in this role the Property and Facilities Advisor skills and capabilities are:

- high level experience in working strategically and managing change;
- sound knowledge of Microsoft Office Applications and other relevant ICT skills;
- ability to provide technical advice on asset lifecycle;
- outstanding interpersonal and communication skills;
- demonstrated ability to build the understanding of leaders within schools in relation to the importance of complying with regulatory obligations;
- excellent skills in coaching, communication, relationship building, and conflict resolution
- previous experience in an educational environment will be highly regarded
- a trades background would be highly regarded

Mandatory Requirements

The following are mandatory requirements for this position:

- A demonstrated commitment to the CEOB Mission and Catholic ethos;
- An appropriate qualification or experience in property & facilities management;
- Demonstrated success in the leadership of properties and facilities;
- Demonstrated ability to provide expert advice in relation to building and infrastructure maintenance planning;
- Demonstrated ability to build the understanding of leaders in complying with regulatory obligations;
- Demonstrated experience with auditing the condition of the built environment;
- A strong understanding of the Building Code of Australia and relevant Australian Standards and regulations;
- Current Victorian Driver's license;
- National Police check and Working with Children's Check