

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Property Manager

Position Purpose

In support of the mission and vision of NCC to ensure that the buildings and grounds of the College are well maintained and attractive to the College community and visitors.

Qualifications

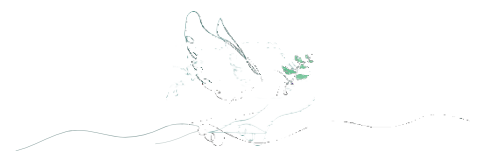
A relevant trade and/or grounds maintenance experience with a proven track record of managing teams and projects.

- Exercise leadership by acting with integrity, loyalty, honesty and accepting authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain a level of physical fitness.

Professional Competencies

The following professional competencies are essential to this position:

- Ability to effectively manage a multi skilled team ensuring each member's expertise is utilized to its full potential.
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- A very high level of competence in at least one of the major trades and a good general knowledge of other trades
- A good understanding of current trade practices relating to workplace, health and safety
- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to the organization
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work
- Maintain confidentiality and discretion
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

Management

- Ensure the College buildings and grounds are maintained in a secure, functioning, clean and presentable state
- Manage Grounds staff
- Under the direction of EP, or his delegate - HoBO and/or Finance Manager - arrange

