



Property and Facilities Coordinator

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College welcomes the opportunity to meet with suitably qualified professionals. This position is a dynamic role and provides the opportunity for flexible working arrangements to meet work/life balance.

This position will:

- Oversee the maintenance and management of Monivae College's buildings, grounds, and facilities.
- Ensure the effective operation of the hazard management system and coordinate corrective actions.
- Manage emergency management planning, including facility maps and plans.
- Schedule and oversee maintenance works, booking systems, security, and contractor inductions.
- Support the upkeep of boarding facilities and ensure pool maintenance compliance.
- Supervise and coordinate maintenance and cleaning staff, ensuring efficient workflow and high standards of service.

Applicants will have a relevant qualification and demonstrated skills and experience in property and facilities management. You will also demonstrate excellent communication and interpersonal skills, with the ability to effectively manage and lead staff.

Enquiries

For more information, please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, eguthrie@monivae.vic.edu.au

How to Apply

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to eguthrie@monivae.vic.edu.au.

Successful applicants are required to demonstrate a commitment to Catholic education and hold a current Working with Children Check. Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

Applications close Friday 4th April 2025.

The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.

A proud MSC College: ABN 24 071 878 549



POSITION DESCRIPTION

POSITION: Property and Facilities Coordinator
DEPARTMENT: Administrative
DATE PREPARED: March 2025
REPORTS TO: Principal / Business Manager

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY
The Property and Facilities Coordinator reports to the Business Manager and works closely with key stakeholders across the College community. This role is responsible for overseeing

the management and maintenance of the College’s facilities, including boarding facilities, ensuring they are safe, compliant, and conducive to a positive learning and living environment.

The Property and Facilities Coordinator plays a pivotal role in managing asset maintenance, supervising cleaning and maintenance teams, and ensuring compliance with regulatory standards. Additionally, the position involves budgeting, contractor and supplier management, and driving sustainability initiatives. This role requires strong organisational skills, attention to detail, and the ability to manage multiple priorities while maintaining high standards of service.

Key responsibilities include:

- Overseeing the efficient management and maintenance of the College’s buildings, grounds, and facilities, including boarding facilities, to ensure a safe and welcoming environment for all students.
- Supervising and managing cleaning and maintenance teams, ensuring all tasks are completed to the highest standard across all facilities, including boarding accommodation areas.
- Managing relationships with contractors and suppliers, ensuring adherence to contracts and budget.
- Ensuring compliance with health, safety, and environmental regulations for College facilities, with specific attention to boarding and residential areas.
- Developing and managing the facilities and maintenance budget, including forecasting and cost control.
- Promoting and implementing sustainable practices across facilities operations, including energy conservation and waste management.

The Property and Facilities Coordinator is expected to demonstrate strong leadership, excellent communication skills, and a proactive approach to problem-solving. This role requires the ability to manage competing priorities, work collaboratively with various stakeholders, and contribute to the College’s commitment to providing a safe, sustainable, and compliant learning and boarding environment.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
Facilities and Asset Management	<ul style="list-style-type: none"> • Oversee the efficient management and maintenance of the College’s buildings, grounds, equipment and facilities, including boarding facilities, ensuring a safe and welcoming environment for all students and staff. • Develop and implement asset management strategies to ensure the effective life-cycle management of College buildings, equipment and infrastructure. • Conduct regular inspections of College facilities, identifying areas requiring maintenance or improvement and coordinating necessary repairs. • Monitor and manage the College’s hazard management system (<i>MyMaintenance</i>) to log, track, and resolve maintenance issues.

	<ul style="list-style-type: none"> • Schedule and organise works for corrective actions identified through <i>MyMaintenance</i> and other facility inspections. • Oversee the management of resource bookings, ensuring the efficient allocation and scheduling of school facilities, equipment, and spaces to support operational and educational activities.
Cleaning and Maintenance Team Supervision and Management	<ul style="list-style-type: none"> • Supervise and manage the cleaning and maintenance team, ensuring high standards of cleanliness and maintenance across all facilities, including classrooms, common areas, and boarding accommodation. • Develop and implement cleaning and maintenance schedules to ensure facilities are well-maintained and meet health and safety standards. • Monitor and assess team performance, providing guidance and support to ensure continuous improvement. • Oversee the induction and ongoing training of maintenance and cleaning staff to ensure compliance with workplace safety, operational procedures, and College policies.
Contractor and Supplier Management	<ul style="list-style-type: none"> • Manage relationships with external contractors and suppliers to ensure services are delivered on time, within budget, and to the required standard. • Coordinate tender processes, contract negotiations, and monitor contractor performance. • Oversee the induction and training of contractors to ensure compliance with safety protocols, College policies, and relevant regulations. • Oversee the procurement process for maintenance, cleaning, repairs and facility upgrades. • Ensure all contractors and suppliers adhere to safety, environmental, and regulatory standards.
Compliance and Risk Management	<ul style="list-style-type: none"> • Ensure compliance with relevant health, safety, and environmental regulations for all facilities, including boarding facilities, in line with College policies and industry standards. • Implement and maintain risk management protocols related to facilities, identifying and mitigating potential risks to safety or compliance. • Work closely with the Director - Compliance, Risk, and Culture to address and resolve any compliance issues or risks. • Regularly review <i>MyMaintenance</i> reports to identify recurring issues and implement proactive solutions.
Emergency Management and Facility Maps and Plans	<ul style="list-style-type: none"> • Maintain and update College facility maps, evacuation routes, and emergency management plans to ensure compliance with regulatory requirements. • Collaborate with College Leadership to support emergency preparedness, including fire drills, lockdown procedures, and risk assessments. • Ensure emergency equipment, including fire extinguishers, alarms, and first aid stations, are maintained and tested regularly. • Liaise with emergency services and regulatory bodies as required to ensure best practices in emergency response planning.

College Security	<ul style="list-style-type: none"> • Act as the primary contact for after-hours emergency call-outs related to facilities, security, or urgent maintenance issues. • Ensure effective security measures are in place, including monitoring access to College grounds and buildings outside of school hours. • Oversee key and access control systems, ensuring staff and contractors adhere to security protocols. • Work closely with boarding staff to ensure the safety of students and staff residing on-site, including responding to security concerns.
Pool Maintenance	<ul style="list-style-type: none"> • Oversee the ongoing maintenance and compliance of the College's swimming pool, ensuring adherence to health and safety regulations. • Monitor and maintain correct water quality and chemical balance, conducting regular testing and reporting. • Ensure that pool facilities, including filtration and heating systems, are serviced and functioning correctly. • Coordinate cleaning, repairs, and scheduled servicing to maintain a safe and hygienic environment for pool users.
Budget and Resource Planning	<ul style="list-style-type: none"> • Develop and manage the annual facilities and maintenance budget, ensuring efficient allocation of resources and controlling costs. • Monitor expenditures on facilities operations and maintenance, providing regular budget updates and recommendations for cost-effective solutions. • Forecast future capital works and maintenance needs, ensuring the appropriate resources are available for ongoing facility needs.
Sustainability and Environmental Initiatives	<ul style="list-style-type: none"> • Develop and implement sustainability initiatives across the College's facilities operations, focusing on energy conservation, waste management, and resource optimization. • Ensure the College's facilities comply with environmental regulations and best practices in sustainability. • Promote and encourage sustainable practices across the College community, including staff and students, to reduce environmental impact.
Boarding Facility Management	<ul style="list-style-type: none"> • Ensure the boarding facilities are maintained to the highest standards of safety, cleanliness, and functionality. • Collaborate with boarding staff to address specific facility needs, providing timely resolutions to any issues related to accommodation. • Monitor and implement improvements within the boarding facilities, ensuring a safe and supportive living environment for students.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Relevant qualification and demonstrated experience in facilities management, property maintenance, building services, or a related field.
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	<ul style="list-style-type: none"> • Experience in managing maintenance programs, including preventative and corrective maintenance scheduling. • Strong knowledge of compliance requirements related to health, safety, and environmental regulations in a school or similar setting. • Experience in contractor and supplier management, including tendering, contract negotiation, and performance monitoring. • Proficiency in using hazard management and maintenance systems (e.g. <i>MyMaintenance</i>) to track and resolve facility-related issues. • Demonstrated experience in budgeting, resource planning, and financial management for property and facility operations. • Working with Children Check (VIC). <p>Desirable</p> <ul style="list-style-type: none"> • Experience in facilities management within an educational or not-for-profit environment. • Knowledge of sustainability practices, including energy efficiency, waste management, and environmental compliance. • Understanding of asset life-cycle planning and capital works project management. • Familiarity with WHS legislation, risk management frameworks, and emergency response planning.
Skills and Attributes	<ul style="list-style-type: none"> • Strong leadership and team management skills, with the ability to supervise and support cleaning and maintenance staff. • Excellent problem-solving and decision-making abilities, with a proactive approach to facility and maintenance issues. • High level of organisational and time management skills, with the ability to manage multiple priorities effectively. • Strong communication and interpersonal skills, with the ability to engage with staff, contractors, and external stakeholders. • Attention to detail and a commitment to maintaining high standards of safety, cleanliness, and operational efficiency. • Ability to work independently and collaboratively within a school environment.
Commitment to Catholic Education	<ul style="list-style-type: none"> • Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.
Commitment to Child Safety	<ul style="list-style-type: none"> • Understanding of and commitment to legal and moral obligations relating to child safety • A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
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External Liaisons	<ul style="list-style-type: none"> • Missionaries of the Sacred Heart • DOBCEL • Victorian Catholic Education Authority • Independent Education Union (IEU) Victoria Tasmania • Worksafe • Victorian Builders Association
Conditions	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>Classification Level will be negotiated with the successful applicant.</p>
Review and Appraisal	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	<p>Undertake professional development in line with the College Professional Learning policy.</p>

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.