MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

# Job Description

**Position**
Facilities Officer

**Reporting to**
Property Manager through the Assistant Property Manager

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,940 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,340 boys - day students and boarders.

## Purpose of the Role

Reporting to the Property Manager through the Assistant Property Manager, the Facilities Officer provides operational, administrative and systems coordination support to the Property Services Team. The Facilities Officer is responsible for the day-to-day administration, coordination and integrity of the Property Team's key systems and platforms, ensuring data is accurate, compliance records are maintained and operational workflows are effectively managed across the School's campus estate.

The role acts as the central point of coordination between the Property Team, contractors, staff and service providers across a range of functions including contractor compliance, maintenance management, access control, keys and cards, essential services compliance, building management systems, event support and facilities administration.

The Facilities Officer is expected to demonstrate excellent organisational skills, strong attention to detail, initiative and a customer-focused approach whilst maintaining effective relationships with staff, contractors and the broader school community.

This position is located at our South Yarra Campus but may be required to work at other Melbourne Grammar School locations from time to time.

## Key Internal Contacts

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| Property Manager | Contractors & Consultants |
| Assistant Property Manager | Teaching & Professional Staff |
| Property Services Teams & Leading Hand | Regulatory Authorities |

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### Facilities Systems Administration

- Act as the primary systems administrator of Property Services platforms, maintaining user access, permissions, workflows, records integrity and system configuration.
- Develop, document and maintain system procedures to ensure business continuity and reduce reliance on individual staff knowledge.
- Maintain data integrity, records and produce system reports, compliance metrics and operational dashboards to support decision-making, planning and performance monitoring.
- Administer and coordinate the School's Facilities Management and Work Order System (FixIt/CMMS).
- Assist with Building Management System (BMS) administration and reporting.
- Administer access control, electronic security and credential management systems including user permissions, audit reporting and record maintenance.
- Lead implementation of facilities technology platforms and identify opportunities for process improvement, automation and greater integration between existing systems and other School sections.

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## Contractor Compliance

- Act as administrator for the School's contractor management platform, including onboarding, induction, compliance monitoring, reporting and user support.
- Drive implementation, improvement and adoption of contractor management processes across the School.
- Maintain contractor compliance records ensuring insurances, licences, SWMS and certifications remain current.
- Provide compliance reporting to the Property team.
- Maintain contractor performance records and support monitoring of contractor service delivery and agreements.

## Essential Services and Compliance Support

- Maintain Essential Services records, certifications and statutory documentation.
- Coordinate servicing schedules, inspections, statutory testing and compliance activities associated with the School's Essential Safety Measures (ESM/ESIS) program.
- Monitor compliance calendars and outstanding actions arising from inspections, audits, statutory testing and regulatory requirements.
- Coordinate and undertake authorised system isolations, including fire indicator panel isolations, in accordance with approved School procedures.

## Property Administration and Operational Support

- Create and process purchase orders relating to Property operations.
- Review, reconcile and allocate invoices for processing through the School's Finance platforms.
- Maintain property records, drawings, manuals, warranties and asset documentation.
- Ensure annual registrations, authority charges and licences are maintained and renewed as required.
- Provide administrative support to the Property Services Team.
- Conduct routine inspections and report operational, compliance and asset-related issues to the Property team.
- Coordinate facilities requirements, access arrangements and operational support for events.
- Act as Property's administrative contact for event management systems and resource booking platforms.
- Respond to staff enquiries regarding parking, facilities and operational services.
- Assist with emergency response arrangements, building incidents and operational disruptions where required.
- Complete additional duties as reasonably directed by the Property Services Leadership Team.

## Professional Conduct and Teamwork

- Work collaboratively within the Property Services team and contribute to a positive and professional workplace.
- Demonstrate professionalism, reliability, initiative and adaptability in the delivery of duties.
- Apply strong organisational skills and attention to detail when planning and completing work.
- Communicate effectively with staff, students, contractors and members of the School community.
- Develop and maintain positive working relationships through a professional, responsive and customer-focused approach.
- Use sound judgement and problem-solving skills to resolve issues and identify practical solutions.

# Knowledge, Technical Expertise and Qualifications

## Essential

- Qualifications in Facilities Management, Business Administration, Property Services or a related discipline.
- Demonstrated experience in facilities administration, facilities coordination, property services or a similar operational support role.
- Sound understanding of facilities operations within a multi-building and/or multi-site environment.
- Strong administrative and organisational ability with exceptional attention to detail and customer service skills.
- Experience administering business systems, databases, registers and compliance platforms.
- Experience coordinating contractors, service providers and compliance-based processes.
- Intermediate to advanced Microsoft Office skills and reporting functions
- Demonstrated ability to manage multiple competing priorities, software systems and deadlines.
- Current Driver License.
- Experience interpreting building compliance documentation, technical reports and statutory records.

- Must hold, or be willing to obtain, a current Employee Working with Children Check.
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School

### Desirable

- Experience working within schools, universities, healthcare, aged care, local government or similarly complex operational environments.
- Proficiency administering contractor management platforms or equivalent.
- Experience supporting Essential Safety Measures (ESM) compliance programs.
- Understanding of access control, electronic security or building management systems.
- White Card (Construction Industry Induction).
- Understanding of contractor induction, permit-to-work and isolation processes.

## Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students. All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

## Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.