

Position Description: Facilities Manager

Position title	Facilities Manager	Employment status	Ongoing
Reporting to	Chief Executive Officer	Direct reports	None
Leave	6 weeks' annual leave.	Team	Operations
Salary and Conditions	By negotiation Public Benevolent Institution Salary Packaging Benefits are available	Conditions	
Hours	0.8 to 1.0 FTE	Location	Richmond

1 About MITS

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. MITS provides schooling to over 40 students in Year 7 and 8, and boarding to up to 100 students from Year 7 to 12. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

The development of relationships of trust, understanding and clear communication with families, supporters, donors, and schools is core to all roles at MITS. The fostering of strong and respectful relationships within a culture based on MITS's values of respect, courage, culture, and care is also a core part of the role.

2 Responsibilities

- Manage facilities across all MITS sites, including responsibility for MITS's facilities management software, interaction with external subcontractors and suppliers, and addressing urgent maintenance matters
- Liaise with MITS's cleaning contractor and ensure facilities are kept clear in accordance with cleaning schedules
- Run routine site inspections and liaise with relevant managers on the outcomes of those inspections
- Monitor gardens and other exterior areas and manage landscaping contractors
- Monitor site security and manage security contractors
- Liaise with internal stakeholders to understand operational needs and requests
- Schedule and lead special projects relating to facilities, plant and equipment
- Ensure compliance with all regulatory, safety and workplace requirements as they relate to facilities, plant and equipment
- Identify and develop process improvements in relation to the maintenance and management of facilities, plant and equipment

3 Key Selection Criteria

3.1 Skills and qualifications

- Project management, construction management or contract management experience
- Knowledge of HVAC and other building systems
- Excellent time management and multitasking skills
- Excellent interpersonal skills to interact with a broad range of internal and external stakeholders
- Excellent verbal and written communication skills
- Strong attention to detail
- Basic understanding of accounting and finance principles
- Great problem-solving skills

3.2 Preferred qualifications

- Experience planning and maintaining facility budgets
- Certified Facility Manager (CFM) credential, or equivalent

4 Important Information

4.1 MITS Values

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of respect, courage, culture, and care is the responsibility of all staff.

MITS staff acknowledge and value the contribution of colleagues within the school, listen to and consult with others, and communicate proactively to ensure that collaborative practices are maintained.

4.2 Child Safety

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Facilities Manager must ensure that they act in accordance with MITS's Child Safety Policy and Child Safety Code of Conduct. Whilst the Facilities Manager does not have any specific duties or responsibilities in relation to child safety, they must be mindful that matters of child safety may arise through their work with MITS students.

The Facilities Manager does not require any particular qualification, experience, or attributes in relation to child safety.

4.3 Reference Checks and Working with Children Check

Appointment to MITS is subject to reference checks and a Working with Children Check.

4.4 Work Health & Safety Requirements

All staff must:

- contribute to safe work practices and a healthy school environment for all staff, students and visitors;
- take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

4.5 Specific Requirements and Training

Staff members must acquire and maintain:

- a current Working with Children Check or VIT registration to work in Victorian Education; and
- other training as required from time to time by MITS to meet the academic, wellbeing, administrative and other needs of the position.