



# **DIRECTOR OF FACILITIES**

Permanent Full-Time Ongoing Position  
Commencing – May 2022

**St Patrick's College, Launceston**

Application Package  
for  
Applicants

**Applications Close 9:00am, Monday 16 May 2022**

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[catholic.tas.edu.au](http://catholic.tas.edu.au)

## Overview

The Director of Facilities is a leadership role at St Patrick's College and is accountable for establishing the strategic direction and effective implementation of the School's Capital Infrastructure Plan. The Director of Facilities ensures optimal use and effectiveness of resources to ensure the smoothest possible running of the College, implementing policies and programs that integrate with external requirements. The Director of Facilities reports to the Business Manager and provides strategic advice to the Principal and the College's Building Committee, which is a sub-committee of the College Board.

St Patrick's is a Catholic co-educational Year 7-12 college of approximately 1,500 students with a strong commitment to creating a learning environment that fosters excellence, compassion and service in our students. As well as being strongly imbued with and supportive of the ethos of a Catholic college, the Director of Facilities works with others to achieve objectives within complex organisational structures and operates with a high degree of autonomy and significant decision-making responsibilities, using independent judgement and initiative.

## Terms of Appointment

Terms and conditions of employment are in accordance with the Tasmanian Catholic Education Single Enterprise Agreement (2018).

## Additional Position Information

Start Date: May 2022  
Tenure: Full-time, 76 hours per fortnight ongoing role  
Classification: Business Services Level 6  
Probation: 6 Month Probation Period  
Location: St Patrick's College, 282 Westbury Rd, Prospect Vale, Tasmania 7250

## Application Submissions

Please ensure that you submit the following with your application:

- Completed Application Form
- A cover letter
- A current resume/CV
- Response to the Key Result Areas (KRA's) outlined in the Role Description
- Copy of your WWVP card
- Any other information you consider relevant or supportive of your application

Applications with required accompanying documentation should be submitted to:

Mail: Human Resources  
St Patrick's College  
PO Box 401  
Prospect 7250  
Email: [hr@stpatricks.tas.edu.au](mailto:hr@stpatricks.tas.edu.au)

## Interviews

The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.

## Confidentiality

Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.

## St Patrick's College Application for Employment

Position Title: **Director of Facilities**

Family Name:

Title:

Miss

Mrs

Ms

Mr

Dr

Given Name(s):

Preferred Name:

Postal Address:

Postcode:

Telephone Preferred Contact Number: Home / Work / Mobile (please circle)

Home:

Mobile:

Work:

Email Address:

Date of Birth:

Religion (optional):

Have you ever been convicted in a court of law for any offence, other than a traffic offence or an offence which you do not have to disclose by virtue of the provision of the Criminal Law (Rehabilitation of Offenders) Act 1986?

Yes / No

Are you an Australian Citizen or a permanent resident?

If No:

1. Please provide place of residency:
2. Please provide Visa details:

Yes / No

Does the position you are applying for contain a teaching component?

If Yes, please provide:

1. TRB Registration Number:
2. Expiry Date of Registration

Yes / No

Details of Working with Vulnerable People Registration

1. Registration Number:
2. Expiry Date:

Educational Qualifications - detail highest academic qualification awarded

Title:

Where obtained:

Year obtained:

Certified Copies of all academic qualifications held and academic transcripts must be attached.

Have you been employed with the CET? Yes / No

If yes, please provide the following:

1. School / College:

From/To:

2. School / College:

From/To:

3. School / College:

From/To:

### Referees

It is the College's practice to seek referee reports for top ranked candidate/s for a position and/or all applicants who may be short-listed for interview. Accordingly, please provide the names of at least two referees who are able to comment on your recent work experience and skills in relation to the Selection Criteria. These referees may be contacted after the holding of interviews.

Name:

Relationship to Applicant:

Phone Number:

Email Address:

Name:

Relationship to Applicant

Phone Number:

Email Address:

Please ensure that you submit the following with your application:

- Cover letter
- Current Resume/CV
- Certified copies of qualifications
- Response to the Key Results Areas (KRA's) as detailed in the Role Description
- Copy of your Working with Vulnerable People Registration
- Any other information you consider relevant or supportive of your application.

### Applicant Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualifications, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal. I understand that prior to employment I must satisfy a Police Check and/or, Working with Vulnerable Persons Check and provide evidence of this to the College.

Applicant Signature:

Date:

Where did you first see this position advertised? (Please Circle)

St Patrick's College Website / Teachers on Net / SEEK / Catholic Education Tasmania Website

Other (please provide details): \_\_\_\_\_

## ROLE DESCRIPTION

Role title:	Director of Facilities
Classification:	Business Services, Level 6
School/College:	St Patrick's College
Is responsible to:	Business Manager
Key relationships:	Principal, staff, students, parents, contractors, suppliers

## ROLE ACCOUNTABILITY

The Director of Facilities is a leadership role at St Patrick's College and is accountable for establishing the strategic direction and effective implementation of the School's Capital Infrastructure Plan. The Director of Facilities ensures optimal use and effectiveness of resources to ensure the smoothest possible running of the College, implementing policies and programs that integrate with external requirements. The Director of Facilities reports to the Business Manager and provides strategic advice to the Principal and the College's Building Committee, which is a sub-committee of the College Board.

Within the role, the Director of Facilities supports the Catholic Identity and Evangelising Mission and builds relationships within the College and wider community to realise the College's mission and vision and assist students to achieve enhanced learning outcomes.

The Director of Facilities is responsible to the Business Manager and is a member of the College Leadership team. The role has significant influence, control and/or authority over organisational resources and/or programs. The Director of Facilities works with others to achieve objectives within complex organisational structures and operates with a high degree of autonomy and significant decision-making responsibilities, using independent judgement and initiative.

## KEY RESULT AREAS

### Facilities Management

- Make a significant professional contribution to the development of Capital and Infrastructure Strategic Plans and budgets, providing for the construction of new and refurbishment of existing buildings and facilities.
- Establish and implement annual building and maintenance plans within annual budget allocations, including project managing larger scale 'internal' projects and maintenance activities.
- Protect College property and assets, ensuring appropriate insurance coverage is in place, managing physical and electronic security systems and emergency warning systems, and overseeing the role of the College Caretaker.
- Conduct regular property inspections, coordinate annual Essential Services Maintenance, and maintain records of regulatory compliance.
- Supervise College Maintenance and Grounds staff, and organise and supervise external contractors (including scheduling, inducting, quality control and risk management) to provide all operational and maintenance tasks, including cleaning and waste removal.
- Oversee the accurate preparation and presentation of reports to the Leadership Team, Building Committee and College Board.
- Manage risk in relation to the College's physical assets, including embedding disaster recovery systems and processes to ensure business continuity for the College.

- Manage the scheduling and use of College venues and facilities by both internal and external parties.
- Lead the resolution of complex issues involving multiple stakeholders, representing the College in discussions and correspondence.
- Ensure that College's policies and procedures are in compliance with Commonwealth and Tasmanian legislation and standards in areas such as Building Regulations and Work Health and Safety.

### **Leadership**

- Recruit and select and appoint staff
- Coach team members for high performance.
- Undertake performance management as required
- Ensure staff undertake adequate professional learning and development to build individual and team capability
- Coordinate relief staffing as required
- Resolve conflict in a constructive manner.
- Implement and manage change effectively.

### **Team effectiveness and collaboration**

- Support and assist staff and management teams to deliver effective outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to achieve effective outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend meetings, school events and activities relevant to the role. Respect and protect staff, student and family privacy and confidentiality.

### **Personal effectiveness**

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager to improve knowledge and practice.

### **Resources and organisation**

- Plan and organise workflow to accomplish established objectives.
- Use Microsoft Word and Google software suites and relevant specialised software.
- Use office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

### **Safety and compliance**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace;
  - contribute to safe systems of work; and
  - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent

with legislative and organisational Child Safe requirements.

- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Act as a leader in the area of Work Health & Safety and function as an integral member of the College's Work Health & Safety Committee.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Valid Working with Vulnerable People Registration.
- Qualifications in Asset and Facilities Management, Risk, or other relevant discipline.
- Extensive experience and management expertise in relevant field.

### **Desirable**

- Experience in an education environment.
- Current Tasmanian vehicle driver licence.

## **PERSONAL CAPABILITIES**

- Work with a high degree of autonomy.
- Demonstrated success as a highly effective leader of staff.
- Demonstrated ability to be successful in a demanding and multifaceted role.
- Excellent time management and organisational abilities.
- Highly effective administrative and decision-making skills that demonstrate clarity.
- Influence through collaboration.
- Plan and act strategically.
- Exercise judgement and discretion.
- Innovate and use initiative to resolve problems in a constructive manner.
- Outstanding communication skills.
- Strong interpersonal and relationship skills.
- Maintain confidentiality and manage sensitive situations.
- Act with professional integrity and due care and diligence.
- Flexibility and adaptability.

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The Director of Facilities works in an office-based environment using a variety of office technical equipment and resources, including specialised software and databases. The role also includes daily attendance at various sites around the College, to inspect work being undertaken or to conduct reviews of future maintenance requirements. This involves walking and standing for periods of time each day. Some intrastate travel may be required. Attending meetings and events outside of core hours may be required. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Infrequent manual handling may be required.



## Final Checklist for Applications

Before sending in your application, use this checklist to ensure you have completed all important details. In particular, check that you have:

- Read the Role Description, which contains the Key Result Areas (KRAs).
- Fully completed, signed and dated your Application for Employment form
- Included a brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania
- Addressed the KRAs – this must be done to be considered for the vacant position. ***(Please note, in responding to the KRAs, applicants do not need to respond to each of the listed dot points under each KRA heading).*** Applicants that do not address the KRAs cannot be considered for the position.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.

If you have any further queries regarding your application, please do not hesitate to contact human resources at or [hr@stpatricks.tas.edu.au](mailto:hr@stpatricks.tas.edu.au) or 6341 9988.