



Infrastructure, Maintenance & Grounds Manager

POSITION DESCRIPTION

POSITION:	Infrastructure, Maintenance and Grounds Manager
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Director of Business
EMPLOYMENT TYPE:	Full-time, Permanent
SALARY:	Grade 6 Classification

PURPOSE OF POSITION

Reporting to the Director of Business, Infrastructure, Maintenance and Grounds Manager is responsible for the development and execution of infrastructure projects across the school as well as facilities and asset management and ensuring that projects adhere to governance and compliance frameworks and meet quality standards. The position leads the Ground and Maintenance team and is also responsible for ensuring the programmed maintenance of equipment, buildings and grounds across all Girton sites. The team plays an important part in maintaining the infrastructure and appearance of the school to a high standard.

You will be an experienced leader, with demonstrated experience developing and executing strategies across land and property development portfolios within either the public or private sectors. This will include established project management expertise and experience in the management of complex projects. You will have proven experience influencing and negotiating with key internal and external stakeholders with differing needs and expectations. You will be considered a collaborative and action orientated leader, who can inspire and engage their teams to deliver on business objectives.

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.



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KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

Key duties and responsibilities

1. Ensure that the School infrastructure, building and grounds are well-maintained, safe and fit for purpose.
2. Oversee building and infrastructure improvement works and the construction and development of new infrastructure.
3. Provide regular progress reports, where required, to the Director of Business and the School's Campus Development and Major Projects Committee (CDMPC) on infrastructure development projects.
4. As member of the CDMPC, provide advice on major projects and developments.
5. Develop and maintain a comprehensive and active infrastructure and asset management and maintenance program.
6. Supervise the Infrastructure, Maintenance and Grounds team and ensure regular feedback is provided and sought on performance and that appropriate development opportunities are encouraged and compliance related training provided.
7. Ensure that the work rosters and tasks of all staff are well planned and communicated to ensure efficient and effective service provision.
8. Oversee the School's cleaning, waste removal, security and building/grounds leases contractors and ensure they are fulfilling their obligations and meeting standards.
9. Ensure the School's systems and processes for lodging maintenance requests and reporting of hazards are well communicated and managed effectively by the Maintenance team.
10. In collaboration with the Director of Business, engage contractors to maintain, repair or instal infrastructure and ensure "on site" contractors are briefed and adhere to OH&S compliance requirements and complete works to standard and on time.
11. Ensure the effective management and communication systems to ensure the Infrastructure, Maintenance and Grounds team are able to plan for and implement the "set up" and "pack down" for events and functions in a safe and timely manner.
12. Manage the Infrastructure, Maintenance and Grounds budgets under the direction of the Director of Business and in collaboration with the Finance Manager.
13. Work closely with the Risk and Compliance Manager to ensure the effective management of risk and compliance.
14. Undertake other duties as directed by the Director of Business.

KEY RELATIONSHIPS

The Manager reports to the Director of Business and has a close working relationship with the following:

Internal:

- Deputy Principal
- Heads of Senior and Junior School
- Human Resources Manager
- Finance Manager
- Infrastructure, Maintenance and Grounds team
- Key administrative and teaching staff



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External:

- Contractors and external service providers
- WorkSafe
- WorkCover insurers

KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. Previous experience in an operational role for the management and maintenance of building and grounds infrastructure.
2. Experience in successfully coordinating major infrastructure, building or facility development projects.
3. Previous experience in a supervisory role, including the ability to motivate and coordinate a team to provide high quality and responsive services.
4. Well-developed interpersonal and communication skills and the ability to develop rapport and work effectively with diverse teams of people.
5. Well-developed report writing skills and the capacity to use and provide data and regular progress reports.
6. The capacity to supervise and manage external contractor services (such as cleaning, building, maintenance, trades etc.).
7. Proven ability to manage multiple projects concurrently.
8. The capacity to develop a rolling infrastructure and maintenance schedule.
9. The ability to use ICT, including the Microsoft Office Suite (Word, Excel, Outlook) and project management software.
10. A sound and practical understanding of OH&S, risk management principles and compliance obligations, ideally related to building infrastructure.
11. An attention to detail and the capacity to supervise and evaluate the quality of works provided by external contractors.

QUALIFICATIONS

- A relevant building trade or construction related qualification (such as building, carpentry or construction management)
- Proven knowledge, understanding and experience in Construction/Civil works Project Management, including complex infrastructure related projects would be desirable. Formal qualifications in Infrastructure related discipline, Project Management or relevant PM certification will be highly regarded.
- Previous experience working within a school environment would be highly regarded
- The ability to obtain a Working with Children Check Card is mandatory.

PERSONAL CHARACTERISTICS

- Open-minded and collaborative,
- Ability to operate at high levels of confidentiality,
- Optimistic and enthusiastic,
- Personal integrity, honesty and fairness,
- Creative and organised,
- Builds relationships and develops trust with students, staff and families,
- Remains calm, focussed and maintains perspective when dealing with difficult situations.



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MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration,
- Complete all mandatory reporting training and education about Child safety,
- Adhere to the Schools Child Protection Policies and Procedures,
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these,
- Assuming allocated roles in the School's emergency response or occupational health and safety structures,
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions,
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee,
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, as a condition of their employment, are required to be fully vaccinated against COVID-19.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.



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Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed	February 2023	Next Review	March 2025
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