

Role Description Grounds and Facilities Manager

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

19592

Content Manager No.

12/96684

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Brisbane

Classification

OO4 Qld Public Service Officers and Other Employees Award - State 2015 (as per Part 5 – 15.1)

38 hours per week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Grounds and Facilities Manager you will:

- Identify, prioritise and implement a range of facilities, grounds care maintenance and enhancement activities to ensure that the school/college grounds and facilities are managed and maintained to a high standard.
- Provide operational support on a diverse range of grounds management issues, including the analysis of requirements, identification of solutions, planning and coordination of cost effective grounds renewal projects.

The Grounds and Facilities Manager reports to the Principal or a nominated delegate.

Your role

Responsibilities include:

- Involvement in strategic planning to achieve savings in the areas of capital works, minor works, utilities and maintenance budgets including provision of advice on these issues.
- Provide operational support to ensure compliance with legislation, guidelines, procedures and standards with respect to facilities planning and operational management.
- Ensure electrical checks, carpet cleaning, pest control and other such regular maintenance tasks are performed by adhering to departmental policy and procedures.
- Assist the Principal in the recruitment and selection of new staff, manage training and induction of School Officers, school based trainee programs and manage the venue hire within the school/college.
- Attend after hour call outs to break and enter situations, security system faults, cold room malfunctions and other issues requiring immediate out of school hours attention.
- Facilitate improvement activities, supervise and effect maintenance and adjustment to plant and equipment.
- Develop efficiency audits, delegate duties to School Officers and liaise with cleaning staff for the collection of waste, food and paper within the parameters of the school/college grounds.
- Program, within rosters of Schools Officers, the general store duties including receipting, opening up, checking, storing and distributing school supplies and stocks with reference to relevant database.



- Maintain the integrity of the school key register and the school's security systems and train staff in its effective use.
- Undertake stocktaking and recording/engraving of school/college equipment/furniture using the 'Equip System' and bank school funds.
- Manage the overall facilities security to prevent unwanted vandalism and unauthorised access and maintain a database on periodic maintenance issues, as well as ongoing repairs.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- Some after hours and on call work may be required for this position.
- Whilst not mandatory, the following are highly desirable:
 - Knowledge, or the ability to acquire knowledge, of some pre-established computer programs and systems.
 - A relevant Trade Certificate.
 - Possession of a current driver's licence.