



**BRINDABELLA
CHRISTIAN
COLLEGE**

PROPERTY MANAGER

CHARNWOOD CAMPUS

APPLICANT RECRUITMENT INFORMATION PACK



Information Pack – March 2019

Approved by Board March 2019

INTRODUCTION TO BRINDABELLA CHRISTIAN COLLEGE, CANBERRA

VISION STATEMENT

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence, in and through Christian Education.

BACKGROUND

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year 12 Christian School in the North of Canberra. It enjoys a reputation of being 'student centered', with excellence in pastoral care. In 2012 the College extended its offer to include Early Learning Centres (ELC) to Year 12 and in 2014 commenced a second campus. It is one of a few 'mid fee' independent schools in Canberra offering a fully integrated educational program.

For almost forty years Brindabella Christian College, formerly O'Connor Christian School has provided a holistic approach to education based on Christian values and beliefs. Beginning with 2 teachers and 29 students in 1980, Brindabella Christian College now covers two campuses in Charnwood and Lyneham with over 170 staff and close to 1000 students.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offer of a high-quality education offer. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT. The Lyneham campus caters for children from 3 years of age through to Year 12 and, the Charnwood Campus caters for babies and children aged 6 months of age to Year 5 (Year 6 in 2020).

VALUES

As a Christian school we value –

Wisdom, Integrity, Service, and Excellence

MISSION

Brindabella Christian College will achieve its vision by:

- Offering a 'high quality education' with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages (Mandarin), Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building

IMMUTABLE TENETS

Underpinning the Vision, Mission and Values are a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection.

OPERATIONAL PHILOSOPHY OF THE SCHOOL

The core work of Brindabella Christian College is to provide to students a high-quality education through a Biblical worldview, from the infant developmental stage to the completion of the secondary (College) years.

In order to achieve this, the College has reviewed and improved academic programs, made changes to the organisational structure including staff appraisal and review, improved staff professional development, maintained pastoral care for students, and aims to employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

GOVERNANCE

Brindabella Christian College is governed by the Board of Directors. The Directors are responsible for setting the strategic view, the schools' policies, philosophy of the school, implementation and regulatory compliance.

Five committees are operated by the Board –

- Executive
- Finance Committee

- Governance and Risk Committee
- Futures and Resource Planning Committee
- Education Committee

The Board appoints the Principal and the Business Manager, who assume overall responsibility for the day-to-day operation and management of the School.

The position, Property Manager, Charnwood will be located at the Charnwood Campus but will be required to work at the Lyneham Campus from time to time as required. The Property Manager is responsible to the College Business Manager.

PROPERTY MANAGER

Charnwood Campus – The position of Property Manager is a full-time on-going position.

Responsible to: The position of Property Manager – Charnwood works collaboratively with, and is directly responsible to, the College Business Manager.

Probation period: This position has a six (6) month probation period.

Commencement date: May 2019

PURPOSE

The Property Manager Charnwood will support and assist the Business Manager with the maintenance of the school's physical facilities ensuring good stewardship that allows the maximum possible longevity and usage of facilities by minimizing the effects of wear and tear.

The Property Manager Charnwood is responsible for maintenance of the College's assets and to support and enable the leadership of Brindabella Christian College Charnwood to operate efficiently; including the maintenance and support of Life Unlimited Church (LifeUC) and other on-site sub-tenants.

EXPECTATIONS

The Property Manager Charnwood will support the vision of Brindabella Christian College through the following and it is expected that staff members will:

- hold Christ as the centre of their lives and teaching
- be role models for students, parents, each other, wider community
- behave professionally and respectfully at all times
- be good team members - put others before themselves - see the needs of the whole school – be willing to contribute to all aspects of school life – see themselves as part of a community - adopt the servant model of work
- be teachable
- be caring of children
- graciously accept the fact that the needs of the school may take precedence over their own individual need
- be prepared to accept the authority of and be loyal to those in authority

- meet all the commitments required by the school (e.g. staff meetings, professional development, devotions, other duties, etc)
- deal openly, honestly and appropriately with difficulties (such as illness, frustration, stress, inadequacy)
- be participating members of a Christian fellowship/church.

Appraisal/Review Conditions

The Property Manager Charnwood will undertake a performance appraisal annually by a review panel, which includes the College Business Manager.

Additional information and requirements

Variable Duties/Hours:

It is expected that the Property Manager will provide support to the Business Manager. Additionally, the Property Manager is required to participate fully in the life of the School.

Salary and Leave Entitlements:

Four weeks annual leave.

SELECTION CRITERIA

Applicants for the position of Property Manager Charnwood must be able to demonstrate high-level performance against the following essential and desirable criteria:

ESSENTIAL SELECTION CRITERIA/REQUIREMENTS

QUALIFICATIONS

- current approved First Aid Certificate
- current WWVP Clearance or ability to gain prior to commencement of employment

KNOWLEDGE, SKILLS AND EXPERIENCE

- A Trade background in building or carpentry or similar (desirable) Building Licence (Preferable)
- Previous Property Management and/or asset management experience (desirable)
- well-developed communication, organizational and administrative skills
- ability to work in a team
- ability to supervise others
- alignment to the ethos of Brindabella Christian College and actively living its' core values
- work collaboratively with the Property Manager Lyneham Campus and other staff

FAITH BASIS OF EMPLOYMENT

- act consistently with the Christian content within both the 'Faith Basis of Employment' and 'Lifestyle and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (these documents are available from the College's website).

KEY RESULT AREAS FOR PROPERTY MANAGER CHARNWOOD

For the information of applicants, the key result areas of the role are included below. It is especially important for the successful appointee to have a strong willingness to work together with the College Business Manager to build a sense of belonging, team and community.

DUTIES IN RELATION TO MAINTENANCE OF EXISTING PROPERTY

- maintenance of the school's physical facilities ensuring good stewardship that allows the maximum possible longevity and usage of facilities by minimising the effects of wear and tear
- maintenance and support of LifeUC and other on-site sub-tenants.
- arranging and supervising skilled trades persons to service and maintain facilities/equipment where this is beyond the competence or resources of maintenance staff
- responsibility to ensure the facilities and grounds of the school are physically safe so as to prevent/reduce the possibility of accident, identifying and recommending solutions to problem areas as per Workplace Health and Safety standards
- ensuring servicing of small goods such as tools and equipment
- maintenance and enhancement of the school's grounds and surrounds in a way that complements the environment and presents a tidy and professional appearance
- the development of a preventative maintenance schedule programming regular maintenance activities and checks
- arrangement of appropriate pest inspections and treatments
- responsibility for fire services equipment and evacuation procedures and the role of Deputy Chief Warden in the case of emergency evacuations and lockdown incidents
- coordination and supervision of working bees on a quarterly basis

DUTIES IN RELATION TO MINOR CAPITAL PROJECTS AND ALTERATION TO EXISTING BUILDINGS

- advising the Business Manager on possible planning options in relation to minor property needs
- where necessary, and within the competence of the maintenance team, the provision of additional accommodation or facilities by the alteration of existing facilities to cope with changing requirements
- installation of newly acquired fittings where possible
- ordering of new furniture, fittings and equipment for the various departments of the school on behalf of and in consultation with the Business Manager

DUTIES IN RELATION TO RESPONSIBILITY FOR CLEANING SERVICES

- Manage the cleaning contractor for both the Charnwood campus and LifeUC , and ensure the property is kept to a high level of hygiene and in keeping with legislated educational requirements

DUTIES IN RELATION TO RESPONSIBILITY FOR SECURITY

- ensuring appropriate security policies are developed and implemented
- the coordination of installation of appropriate locks and alarms to ensure appropriate restriction of entry to the property of unauthorised persons
- arranging and liaison with security service providers for periodic surveillance and alarm monitoring
- responsibility for the supervision of daily locking and unlocking of doors and gates as required

DUTIES IN RELATION TO FINANCIAL ASPECTS

- these duties are conducted in conjunction with the Business Manager as follows:
 - preparation of annual Maintenance budget
 - responsibility for Maintenance budget
 - responsibility for ordering of goods and services associated with the Maintenance budget

OTHER DUTIES

- delivery of goods received into appropriate stores
- coordination and recommendations in regard to traffic movement on the school property including signage and markings in respect of traffic
- development and maintenance of proper signage on the property to minimize confusion of visitors
- develop good workplace practices with emphasis on safety and good hygiene and controls

DUTIES IN RELATION TO PROFESSIONAL DEVELOPMENT

- to determine with the Business Manager a plan for your Professional Development in the coming 12 months (and further)

TERMS OF APPOINTMENT

The remuneration package includes a salary commensurate with the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be regular appraisal of performance based on agreed criteria. After the probationary period the position will be an ongoing salaried position.

It is envisaged that the appointee will be able to take up the position in May of 2019.

The School reserves the right to fill the position by invitation or to re-advertise the position.

APPLICATIONS

Applicants for the position of Property Manager Charnwood, Brindabella Christian College are required to include in their application the following:

1. Full name
2. Qualifications
3. Religious affiliation and any church activities
4. Broad details of past and current positions specifically related to the advertised position
5. Address all stated essential selection criteria (listed on page 4 & 5 of this information package including Qualifications, Knowledge/Skills/Experience and Faith Basis of Employment)
6. Other activities, interests and pursuits
7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

SPECIFIC POSITION ENQUIRIES (NOT LODGEMENT) TO:

Mr Andrew Kent, Business Manager, Brindabella Christian College Phone: +61 (2) 6247 4644

LODGEMENT OF APPLICATIONS

Applications should be marked **CONFIDENTIAL** and addressed to:

Business Manager
Brindabella Christian College
c/- Progressive Training (WA) Pty Ltd
PO Box 1854
GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:
admin@progressivetraining.com.au

CLOSING DATE

Applications must be received in full before 5.00pm Western Standard Time on Friday 22 May 2019. Interviews are expected to be held shortly thereafter.