



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

PROPERTY COORDINATOR

CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

Position:	Property Coordinator
Reports to:	Property Manager
Type of position:	Full time
Date prepared:	February 2017

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The role of the Property Coordinator is to provide administration support to both the Property Manager (PM), Assistant Property Manager (APM) and Facilities & Operations Manager (FOM). They will work in a cooperative manner with the maintenance, grounds and administration staff.

Key Responsibilities

- Provide support to the APM with maintaining records of building and maintenance works including the up keep of drawings and records used regularly by maintenance contractors
- Coordinate Contractor site inductions
- Coordinate deliveries
- Coordinate contractor sign in
- Maintain a Public Liability Insurance register on all contractors
- Provide support in the rostering of casual maintenance and car park staff (drop off and pick up)
- Record and store contractor and employee SWMS and JSA's
- Issue dangerous work permits when required
- Administration of Occupancy Compliance
- Ongoing administration and upkeep of 'As Built' documents for all school buildings to electronic files
- Create trade specific files on all buildings
- Create reoccurring Maintenance Schedules
- Create new Safe Work Method Statements
- Process contractors' and suppliers' invoices
- Maintain all property related records e.g. deeds, titles, sewer plans etc.
- Assist with report writing as and when required
- Administration assistance with the development and maintenance of property related policies and procedures as and when required
- Administration assistance and recording of safety and property condition inspections
- Administration support with the Eco Schools Program
- Provide other administration support when required to the PM, APM and F&OM
- Provide administration support as and when required with the School Building Management Systems (BMS) including the Maintenance Request System, My Maintenance

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Property Manager
- Assistant Property Manager
- Facilities & Operations Manager
- Functions & Facilities Coordinator
- Grounds and Maintenance Staff
- School Staff

External

- Contractors
- Consultants
- Suppliers
- Goods and service providers

Direct Reports

- N/A

Expenditure Authority

- NA

POSITION REQUIREMENTS

Knowledge & Skills

- Previous proven experience in a similar administration role within the building management, property or maintenance areas – preferred
- Previous proven experience in an administration role (2+ years) - essential
- Exceptional Computer Skills – essential
- Previous experience working with School Building Management Systems (My Maintenance, Dynalite, Security etc.) – advantageous
- Demonstrated ability to liaise effectively with a varied group of stakeholders - essential
- Possess good organisational and time management skills
- Possess good presentation and communication skills
- Knowledge of OH&S best practices
- Possess a genuine interest in the Property Industry and a willingness to learn

Qualifications

- Relevant Tertiary Qualifications in Administration / Business Management (desired)
- Working with Children Check
- Police Check
- First Aid Qualified

Competencies, Behaviours & Attributes

- Ability to work as part of a team
- A can do attitude
- Be immaculately presented, with high customer service orientation and the ability to relate to people from all backgrounds
- Details oriented and hands-on problem solver
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate CGS's workplace values

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read and understand the **Property Coordinator** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____