



Pymble Ladies' College

POSITION DESCRIPTION

Title: Assistant Campus Manager

Reports to: Campus Manager

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The Assistant Campus Manager provides operational management to the Department on a day-to-day basis to ensure the effective, efficient and sustainable delivery of all services in accordance with the College's needs. Within this, the Assistant Campus Manager provides first level supervision and management to the College's facilities team, contractors and third party providers.

KEY RESPONSIBILITIES

1. Management and Supervision

- 1.1 Supervise the key activities and daily operations of the Facilities Department to ensure that organisation and department priorities are achieved
- 1.2 Provide input and recommendations to the Campus Manager in the development of the Department's annual operating plan (incorporating all scheduled works, major activities, capacity planning and resource management) and support the successful implementation of the plan

- 1.3 Implement communication strategies to ensure the alignment of team priorities and maintenance of collaborative, service-focussed partnerships with all internal and external stakeholder groups
- 1.4 Provide input into the annual budget submission, and monitor and manage expenditure and approvals in accordance with the delegated limits and authority
- 1.5 Coordinate the regular rostering and allocation of resources in accordance with staff leave, BAU, special and ad hoc operational requirements; ensuring the appropriate prioritisation of competing demands
- 1.6 Lead and supervise the Facilities staff on a day-to-day basis, ensuring that the team has the appropriate resources, direction and responsibility to deliver what is required of them
- 1.7 Fully support and assist in the implementation of people practices in accordance with the organisation's talent and performance frameworks to create and retain the collective capability required to meet current and emerging organisation needs
- 1.8 Support the implementation of College risk management policy, compliance systems and governance practices in all areas of the Department.

2. Service Delivery

- 2.1 Assist the Campus Manager in the scoping and management of tender processes for minor and routine works as requested
- 2.2 Apply a high level of technical knowledge and skill in the direct supervision and management of all grounds and gardens work undertaken to ensure a consistently high level of quality and presentation on campus
- 2.3 Oversee and monitor the delivery of services that facilitate functions, daily logistics and transport requirements
- 2.4 Supervise the performance and output of routine contractors and service providers relative to SLAs
- 2.5 Oversee the application of practices and systems for the management of assets and supplies throughout the entire lifecycle in accordance with College standards. This specifically includes the purchase, delivery, storage, maintenance, disposal and records administration for all assets.

3. Communication

- 3.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner

3.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College

3.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

4. Risk Management

4.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices

4.2 Meet the expectations for safety in the workplace and report potential risk to the Campus Manager

4.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary

4.4 Report directly to the Principal on any matters relating to child protection.

5. Professional Learning

5.1 Remain abreast of current and best practice standards

5.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Formal qualifications (minimum Diploma level) in a relevant field such as horticulture, parks and garden management, sports turf management, landscape design or equivalent
- Previous experience in an educational and/or 24/7 campus setting
- Previous management or supervisory experience with a demonstrated ability to lead, manage and develop an operational team (including internal, contractor and contingent staff)
- Working knowledge of building, property and WHS legislation relevant to the scope of campus management functions
- Solid stakeholder management skills, with the ability to develop and maintain positive and professional relationships
- Demonstrated ability to provide effective team leadership
- Demonstrated commitment to continuous improvement

- Ability to demonstrate professional conduct and discretion at all times.