

JOB DESCRIPTION & PERSON SPECIFICATION

College Department	Business
Position Title	WHS and Property Manager
Position Classification	Lutheran Schools Officer Grade 5

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The WHS and Property Manager provides leadership and oversight of the College's Work Health and Safety and property management functions, supporting a safe, compliant, well-maintained environment for students, employees, contractors, visitors and the broader College community.

The role is responsible for overseeing the College's WHS Program and Safety Management System, promoting a proactive and positive safety culture and supporting compliance with relevant legislation, standards and recognised good practice. This includes oversight of hazard and risk management, incident investigation and reporting, workplace inspections and audits, contractor safety, staff safety training and induction, emergency preparedness and continuous improvement. The position also acts as the College's Return to Work Coordinator and coordinates the College's response to critical incidents.

The WHS and Property Manager oversees the effective management, maintenance, security and ongoing development of College buildings, grounds, plant and infrastructure. The role coordinates planned and preventative maintenance, building and capital works, contractors and service providers, statutory inspections and property compliance requirements, while contributing to forward planning and budgeting for future maintenance, refurbishment and infrastructure needs.

2. Reporting / Working Relationships

The WHS and Property Manager reports to the Business Manager and is expected to work collaboratively with all members of the College community to engender a positive and harmonious team environment. They are responsible for supervising the Team Leader – Property Services and work closely with the WHS Committee, Health and Safety Representatives, Maintenance Team and the Executive Leadership Team. External to the College, they work regularly with contractors, builders, service providers and Return to Work SA.

All staff are ultimately responsible to the Principal.

3. Special Conditions

Conditions of employment are outlined in the Lutheran Schools SA Enterprise Agreement.

A probation period of 12 weeks will apply.

4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting to the Business Manager, work priorities and workloads, and any matters not covered by policies and guidelines.

JOB DESCRIPTION

5. Statement of Key Outcomes & Associated Activities

Position Responsibilities

Work Health and Safety

- Oversee the College's WHS Program and Safety Management System, ensuring it is effectively implemented, maintained and continuously improved.
- Monitor and support College compliance with applicable WHS legislation, regulations, Codes of Practice, Australian Standards and other relevant requirements, providing specialist advice to College leadership and staff.
- Lead the development and implementation of a proactive and positive safety culture, promoting the health, safety and wellbeing of employees, students, contractors, visitors and other members of the College community.
- Oversee the College's hazard identification, risk assessment and control processes, including the management of physical and psychosocial hazards and monitoring the effectiveness of implemented controls.
- Work collaboratively with teams across the College to identify and assess WHS risks associated with their activities and support them to meet legislative, sector and recognised good-practice requirements.
- Manage the College's incident and hazard reporting processes, ensuring incidents are appropriately reported, investigated and documented, root causes are identified where appropriate, and corrective and preventative actions are implemented and monitored through to completion.
- Coordinate the management and notification of notifiable incidents and liaise with SafeWork SA and other relevant authorities as required.
- Analyse WHS incidents, hazards, injuries, audit findings and other safety data to identify trends and emerging risks and provide regular reports and recommendations to College leadership.
- Act as the College's Return to Work Coordinator, managing workplace injuries and supporting injured employees to achieve safe, sustainable and timely recovery and return to work.
- Oversee contractor WHS requirements, including induction, appropriate documentation, risk controls and compliance with College safety requirements while onsite.
- Manage WHS induction for new employees and develop and deliver safety training for staff or engage appropriately qualified external providers where required.
- Coordinate emergency preparedness and training for employees, including regular emergency exercises and drills, and maintain emergency plans, evacuation diagrams and associated documentation in accordance with relevant requirements and standards.
- Oversee the College's Emergency Wardens and undertake the role of Chief Emergency Warden.
- Lead and support the College's WHS Committee and work collaboratively with Health and Safety Representatives (HSRs) to ensure WHS matters are appropriately raised, considered, actioned, resolved and documented.
- Support effective consultation with employees and other relevant stakeholders on WHS matters, including proposed workplace changes that may impact health and safety.
- Plan, coordinate and monitor regular workplace inspections, WHS audits and reviews across the College, ensuring identified actions are appropriately assigned, monitored and closed.
- Develop, review and maintain WHS policies, procedures, manuals, registers, records and other safety documentation.
- Maintain the currency of Safety Data Sheets and the College chemical register through ChemWatch and support appropriate chemical storage, labelling and management practices across the College.
- Develop and maintain safe work procedures and standard operating procedures in consultation with relevant employees and leaders.
- Coordinate the College's Critical Injury Management Team and associated processes, facilitating an effective response to critical injuries and incidents, including appropriate communication, documentation, escalation, stakeholder liaison and follow-up actions.

Property Management

- Oversee building, maintenance and minor capital works projects, including liaising with architects, builders, electricians, plumbers and other trades and contractors.
- Liaise with local government and relevant regulatory authorities and agencies to ensure building and property works are undertaken in accordance with required approvals, standards, legislation and College requirements.
- Develop, maintain and regularly review a planned and preventative maintenance program for College buildings, grounds, plant, equipment and infrastructure.
- Create and maintain accurate asset and maintenance registers for College property, plant and equipment, ensuring records are current and readily accessible to relevant staff.
- In consultation with the Team Leader – Property Services, Maintenance Team and relevant College leaders, plan and coordinate term break maintenance, refurbishment and project works to minimise disruption to College operations.
- Oversee scheduled inspections, testing and servicing of College facilities, plant and equipment, including pest management, electrical testing and tagging and other required preventative maintenance activities.
- Oversee the prioritisation and allocation of maintenance requests, ensuring work is assigned to appropriately skilled and qualified staff or contractors having regard to urgency, safety, operational requirements and available resources.
- Manage property and facilities-related contracts and service providers, including cleaning, painting, transport, fire protection, security and other contracted services, monitoring performance and value for money.
- Ensure appropriate security arrangements are maintained across the College, including buildings, keys, access controls, alarms and after-hours access.
- Maintain appropriate registers, certificates and records relating to statutory inspections, servicing and compliance requirements, including electrical works, lifts, fire protection systems, gas installations, backflow prevention devices and other regulated infrastructure.
- Coordinate contractors working onsite, ensuring appropriate induction, site access, safeguarding, WHS and supervision requirements are met.
- Monitor the condition of College buildings, grounds and infrastructure and identify future maintenance, refurbishment and capital works priorities for consideration in College planning and budgeting.
- Assist with the development and management of property and maintenance budgets, including obtaining quotations, monitoring expenditure and supporting procurement processes.
- Ensure College grounds, buildings and facilities are maintained to an appropriate standard of safety, functionality, presentation and accessibility for students, staff and visitors.
- Manage external bookings of College spaces, ensuring facilities are appropriately prepared and hirers are provided with all necessary access, security and operational information, including keys, access codes and relevant site requirements.

Other

- Prepare succinct and informative reports for the Business Manager and Executive Leadership Team, as required, regarding WHS performance, incidents, emerging risks, trends, controls and other relevant matters
- Effectively utilise relevant systems and enabling technologies to support WHS, property and maintenance processes including the College's WHS and risk management software (currently Ideagen Assurance)

Statement of Flexibility

This job description outlines the key responsibilities of the role. As the strategic and operational needs of the College continue to develop, the scope of this role may evolve over time. The WHS and Property Manager is expected to demonstrate a high level of adaptability and agility, taking on other responsibilities, as required, that align with the College's priorities and their professional expertise. A collaborative approach and willingness to contribute beyond defined duties will be essential in supporting the College's ongoing growth and direction.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Tertiary qualifications in a related discipline or significant work experience (e.g. WHS or Property Management)
 - Current South Australian Working with Children Check (WWCC) for paid employment
 - Responding to Risks of Harm, Abuse and Neglect training (can be obtained upon employment)
 - Valuing Safe Communities training (Provided by the College)
 - A current First Aid Certificate (can be obtain upon employment)
 - Return to Work Coordinator training (or be willing to obtain)
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2. Personal Skills, Abilities & Aptitude

Skills

- Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively and consultatively with all members of the College community
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision
- Good analytical skills with the ability to communicate simply and clearly
- Strong ICT skills and ability to use electronic systems to their fullest

Abilities

- Ability to actively lead, influence and manage a culture of risk and safety awareness
- A proven ability to work independently and lead collaboratively with a demonstrated desire for continuous improvement and innovation
- Ability to manage simultaneous projects with a wide range of health and safety implications
- Ability to interact professionally and effectively with diverse groups
- Demonstrated ability to use discretion, tact and maintain confidentiality

Aptitude

- Demonstrate a capacity to commit to the College's Vision, Mission and Values, that underpin the delivery of a Christian based education to students in the College
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3. Experience

- Demonstrated experience in a WHS, safety or similar role, with responsibility for implementing and maintaining WHS systems and processes.
 - Experience in property, facilities or maintenance management, or demonstrated experience coordinating building, maintenance and infrastructure projects.
 - Experience in WHS auditing, workplace inspections and the implementation and monitoring of corrective actions.
 - Demonstrated experience in incident investigation, hazard identification and workplace risk assessment.
 - Experience managing projects, contractors, service providers and resources.
 - Experience working within an educational or similarly complex multi-stakeholder environment (desirable).
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4. Knowledge

- Sound knowledge and understanding of applicable WHS legislation, regulations, Codes of Practice and relevant Australian Standards.
- Sound knowledge of contemporary WHS principles and practices, including hazard identification, risk assessment, incident investigation and hierarchy of controls.
- Knowledge of psychosocial hazards and contemporary approaches to managing psychosocial risks in the workplace.

- Understanding of building and maintenance project management, including liaising with architects, builders, and various trades.
- Sound knowledge of R-12 school operations, including higher-risk environments and activities, or the capacity to quickly acquire this knowledge.
- Understanding of child safety considerations relevant to contractors, facilities and property operations within a school environment.

5. Work Health and Safety

All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also cooperate fully with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

6. Classification Level

The position of WHS and Property Manager carries a Classification Level of Lutheran Schools Officer Grade 5. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

An annual Professional Development Plan is undertaken with the Business Manager to determine capacity to meet the demands of the role; identify additional training that may be required and ascertain what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

(Principal (Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: