

Property Manager

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Company: St Michael'S Grammar School

Location: Melbourne

Category: other-general

St Michael's Grammar School is seeking an experienced and professional Property Manager who will have responsibility for the overall maintenance and refurbishment of the School's properties in line with the St Michael's Facilities Grammar School Improvement Program. The Property Manager will lead the maintenance and gardening team, oversee contractors, maintain essential services and ensure all property compliance, statutory and Occupational Health & Safety (OH&S) requirements are met. Reporting to the Director of Business, the Property Manager will also play a central role in the planning and delivery of the Masterplan related projects. This role is an ongoing full-time role, commencing mid-April/

successful applicant must have:

- A minimum of five years' experience in a senior property management position in a complex work environment.
- Experience in the education sector is desirable.
- Building construction, as well as facility and maintenance management essential.
- Project Management and/or Property Management qualifications.
- Demonstrated project management experience for small to medium sized building, refurbishment and capital projects.
- High competence in managing budgets, contracts and using accounting systems.
- Ability to interpret architectural drawings and technical specifications.
- Demonstrated ability to lead and work in a team environment with excellent professional communication and interpersonal skills.
- Competent knowledge of Australian Standards, Building Code of Australia (BCA) requirements and OH&S regulations.
- Exceptional communication, interpersonal and negotiation skills, with the ability to connect with others in a way that creates a climate of trust and understanding at all levels whilst developing internal and external networks.
- Excellent time management and organisational skills with the ability to work under pressure in a high

paced environment. Current Working with Children Check. Current Police check (or within 6 months of application). St Michael's Grammar School is one of the leading co-educational, independent schools in Australia, providing exceptional learning opportunities to students from Kindergarten to Year School is respected for its exceptional education, wellbeing programs and a deep commitment to innovative approaches to teaching, learning and caring. St Michael's empowers students to approach their lifelong learning journey with courage, confidence and a strong sense of social justice. Leaders at St Michael's must be aligned with the School's ethos, vision and benefits of working at St Michael's Grammar School include: Stimulating work and learning environment Exceptional resources and facilities Active Staff Association focused on staff collegiality and wellbeing. Culture of continuous improvement and celebrating success Generous professional development and coaching opportunities Access to the Schools on-site café and sporting complex Staff benefits and Employee Assistance Program Closing date for applications is 10am on 30 April 2024. Please note we will be screening applications and scheduling interviews as applications are received; therefore, the role may be filled prior to the closing date. Queries regarding the role can be directed to Katie-Jane Miliani (8530 3341) or Kathy Hemer (8530 3363). Please submit your details, resume and cover letter outlining in detail your experience and ability to meet the requirements of this role. Please note that applications without cover letters will not be considered. Child Safety St Michael's Grammar School is committed to child safety, the successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Safety Policy and Code of Conduct. These documents may be downloaded from the School's staff at St Michael's must: Always demonstrate and ensure compliance with the School's Child Safety Policy and Child Safety Code of Conduct and complete regular training in Child Safety standards. Promote the safety and wellbeing of children and young people to whom we provide services. Ensure that your interactions with children and young people are positive and safe. Provide adequate care and supervision of children and young people in your role as a positive role model for children and young people. #J-18808-Ljbfrr

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