

Property Manager

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Company: St Michael'S Grammar School

Location: Victoria

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/May 2024.

The 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 networksExcellent time management and organisational skills withthe ability to work under pressure in a high pacedenvironment.Current Working with Children Check.Current Police check (or within 6 months ofapplication).St Michael's Grammar School is one of the leadingco-educational, independent schools in Australia, providingexceptional learning opportunities to students from Kindergarten toYear 12.

The School is respected for its exceptional education, wellbeingprograms and a deep commitment to innovative approaches toteaching, learning and caring. St Michael's empowers studentsto approach their lifelong learning journey with courage,confidence and a strong sense of social justice.

Leaders at St Michael's must be aligned with theSchool's ethos, vision and values.

Key benefits of working at St Michael's GrammarSchool include: Stimulating work and learning environmentExceptional resources and facilitiesActive Staff Association focused on staff collegiality andwellbeing.Culture of continuous improvement and celebratingsuccessGenerous professional development and coachingopportunitiesAccess to the Schools on-site café and sportingcomplexStaff benefits and Employee Assistance ProgramClosing date for applications is 10am on 30 April 2024.Please note we will be screening applications and schedulinginterviews as applications are received; therefore, the role may befilled 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 indetail your experience and ability to meet the requirements of thisrole. Please note that applications without cover letters will notbe considered.

Child Safety St Michael's Grammar School is committed to child safety.As such, the successful applicant will be expected to satisfy childprotection screening and adhere to the School's Child SafePolicy and Code of Conduct. These documents may be downloaded fromthe School's website.

All staff at St Michael's must:

Always demonstrate and ensure compliance with theSchool's Child Safety Policy and Child Safety Code ofConduct and complete regular training in Child Safetystandards.Promote the safety and wellbeing of children and youngpeople to whom we provide services.Ensure that your interactions with children and youngpeople are positive and safe.Provide adequate care and supervision of children and youngpeople in your charge.Act as a positive role model for children and youngpeople.#J-18808-Ljbfrr

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