

Role Description

Director of Facilities



ST BEDE'S COLLEGE

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.
- Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Director of Facilities provides strategic and operational leadership for the College's estate, across our Mentone, Bentleigh East and Philip Island campuses. The role ensures that buildings, grounds, services, and infrastructure are safe, compliant, well-maintained, and aligned with the mission and values of our Catholic Lasallian educational community. The Director oversees property management, facilities operations, capital development, energy and sustainability initiatives, and the delivery of high-quality services that support teaching, learning, and the wider life of the College.

Attributes and Competencies

The Director of Facilities is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A high level of ability to articulate strategic and operational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- An understanding of key priorities of legal requirements surrounding safeguarding and promoting the welfare of children and young people.
- A high level of administrative and organisational ability.
- A cooperative working relationship with all staff, and ability to manage multi-disciplinary teams and contractors.
- Loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Exhibits ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- A strategic approach to College systems, change and implementation of new initiatives.

Specific Duties

Strategic Facilities Management

- Develop and implement a long-term facilities strategy that reflects the College's educational, pastoral, and mission-driven priorities.
- Advise senior leadership on facilities condition, capital investment needs, risk, and opportunities for development.
- Coordinate feasibility studies, master planning, and campus improvements.
- Manage and/ or coordinate capital projects and developments.

Financial Resource Management

- Prepare and manage the facilities budget, including capital expenditure plans.

- Ensure effective procurement, contract management, and supplier relationships.
- Identify cost-saving opportunities without compromising safety, quality, or College values.

Energy, Utilities & Sustainability

- Manage utilities contracts (electricity, gas, water, waste) including monitor usage and performance.
- Oversee renewable energy initiatives, sustainability projects, and behaviour-change campaigns within the College community.
- Ensure compliance with energy-related legislation and reporting requirements.

Property & Grounds Operations Management

- Working with the Property Manager, lead the Property and Grounds team, setting clear objectives, service standards and professional expectations.
- Ensure all buildings, classrooms, offices, sport facilities and grounds are maintained to a high standard of cleanliness, safety and presentation.
- Oversee planned preventative maintenance and reactive maintenance programmes.
- Manage external contractors and service providers, ensuring quality control and value for money.

Cleanliness Services & Contract Management

- Oversee cleaning contractors to maintain consistently high standards of cleanliness, hygiene, and presentation across campuses.
- Manage cleaning contracts, service-level agreements, performance reviews, compliance and dispute resolution and support tendering process.
- Conduct regular inspections to assess cleaning quality and adherence to schedules.
- Coordinate with cleaning supervisors and contractors during peak activity periods (events, term changeovers, deep cleans)
- Identify opportunities for efficiency, environmental improvement (e.g., chemical reduction, waste minimisation), and better value for money.

Compliance & Health & Safety

- Working with the Property Manager and Risk and Compliance Manager, act as the College's lead for facilities-related compliance, and ensure adherence to statutory and regulatory compliance including but not limited to:
 - Health & Safety at Work regulations
 - Fire safety
 - Asbestos management
 - Water hygiene (Legionella)
 - Electrical and gas safety
 - Safeguarding and safer recruitment standards (contractors)
- Maintain all record-keeping, risk assessments, and compliance logs.
- Lead inspections, audits, emergency planning and critical incident response for estate-related matters.

External Hire & Community Use of Facilities

- Working with the Director – College Operations team, oversee the use of the College facilities by external groups.
- Coordinate with staff to ensure facilities are prepared, supervised, and returned in good order.

Security & Emergency Response

- Working with the ICT team, oversee security provision, access control systems, and safeguarding-related facilities measures.
- Provide out-of-hours leadership and respond to emergencies as required.

Key Selection Criteria

- A Bachelor's degree in Facilities Management, Engineering, Construction Management and/or Business Administration or equivalent.
- Demonstrated leadership experience in facilities or related a field, including project management, contractor management and capital works.
- Ability to effectively manage multi-disciplinary teams and communicate with a wide range of internal and external stakeholders.
- Strong organisational and problem-solving skills, with the ability to manage the end-to-end procurement cycle.
- Familiarity with Australian Building Codes, Occupational Health and Safety (OHS), and legislative and environmental regulations, with a strong compliance focus.
- Financial management expertise, including the ability to prepare, monitor, and report on budgets, ensuring cost-effective resource allocation and procurement practices.

Highly desirable

- Prior experience in a similar role, particularly within a Catholic or Independent school setting.
- Postgraduate qualifications in management, leadership, or a facilities-related discipline.
- Strategic planning capability, with experience in developing and implementing long-term facilities strategies that align with organisational goals and incorporate sustainability initiatives.

Other Requirements

- A current (or ability to obtain) Working with Children Check (Employee)
- National Police Check
- Valid Australian Work Rights
- Valid Driver's License (for inter-campus travel)

Reporting Lines

The Director of Facilities reports to the **Executive Director of Business Strategy and Operations** through to the **Principal**.

Responsible for the following direct reports:

- Property Manager
- Cleaning Supervisors (Contractors)

Works closely with:

- Risk and Compliance Manager
- Director – College Operations Team
- Deputy Principal – ICT and Infrastructure

Salary and Conditions

This is a full-time ongoing position, based at both campuses with cross-campus responsibilities. The Director of Facilities is classified as Education Support Employee Category A (4 weeks leave). Employment is in accordance with terms and conditions outlined in the Victorian Catholic Education Multi-Enterprise Agreement (CEMEA 2022 – 2025).