



ST CUTHBERT'S COLLEGE JOB DESCRIPTION

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|-----------------|-------------------------------|----------------|---|-----------------------|
| Position Title | Property Manager | | | |
| Reports To | Director of Operations | | | |
| School/ Support | Support | | | |
| Position Number | JD 180 | Version Number | 1 | Date - September 2020 |

BY LOVE SERVE

The values embodied in the St Cuthbert's College (**"the College"**) motto "By Love Serve" guide all our interactions. The College Compass also underpins the delivery of education and services at the College. It is comprised of these four key principles:

- **Striving for excellence**
- **Developing all dimensions**
- **Building a connected community**
- **Pursuing innovation, valuing tradition**

ROLE PURPOSE

To provide asset and facilities management of the St Cuthbert's campuses, by building an operationally excellent team and processes and seeking continuous improvement to ensure a world-class facility and customer experience.

To uphold the St Cuthbert's College values "By Love Serve".

NATURE AND SCOPE OF ROLE

Reporting to the Director of Operations the Property Manager is a key role within our organisation with responsibility for leading high performing teams across 2 campus's 7 days per week.

Key requirements for the role and expectations include an in-depth technical knowledge of asset lifecycle and building systems with a total commitment to best practice Health & Safety, proven CAPEX planning and project management experience, excellent planning and reporting skills.

Your ability to foster strong internal relationships and manage contractor and consultant relationships effectively will be critical to the success of this role.

A general overview of the Property Manager responsibilities includes, but are not limited to:

- Day-to-day planned and preventative maintenance of all both (Epsom & Opotiki) campuses;
- Ensure essential services for each property are effectively maintained and managed to achieve BWOFF, Location and Building, Resource Consent compliance;
- Empower your team to deal with requests for reactive maintenance and operational facilities management in a professional and timely manner;
- Manage and maintain the systems and processes required to provide a clear plan for the school's asset and facility management;
- Continuously improve and build efficiencies in the maintenance procurement, systems and processes across both campuses
- Ensure both campuses grounds and the use of facilities are curated and maintained to a high standard

- Build the capability of team members to ensure the school is continually operating with industry best practice processes and outcomes and delivering a premium experience for internal and external customers
- Ensure contractors are adhering to school policies and their contractual obligations at all times
- Prepare annual operating & capital expenditure budgets supported by a solid evidence base
- Devising and implementing facilities strategies. Including reviewing and procuring contracts, preferred supplier arrangements, covering both hard and soft services, cost containment and productivity management
- Using a contemporary leadership style to support your team to deliver on solid customer outcomes;

CHALLENGES

| Area | Challenges |
|------------|---|
| Leadership | <ul style="list-style-type: none"> ▪ Managing teams across locations and key relationships. ▪ Work independently, efficiently and cost-effectively. ▪ Preserve, protect and promote our brand ▪ Driving significant and positive improvements within the College aligned to the College culture, values and customer needs. ▪ Influencing leaders and team members with healthy leadership practices ▪ Convincing others that change is necessary and desirable |

GENERAL

| Key Tasks | Expected Results |
|------------------|---|
| Team Member | <ul style="list-style-type: none"> ▪ Foster collegiality in relationships across the College. ▪ Undertake any other duties or projects as required. ▪ Be conversant in all College systems, policies and procedures. |
| Reputation | <ul style="list-style-type: none"> ▪ Always conduct oneself in a professional manner. ▪ Ensure that the College presents an attractive, safe, clean and stimulating environment at all times. |
| Health & Safety | <ul style="list-style-type: none"> ▪ All St Cuthbert's employees are responsible for health & safety, and employee participation is essential to keeping the workplace health and safety. ▪ All St Cuthbert's employees must understand their health and safety responsibilities relevant to their positions and current legislations. ▪ All St Cuthbert's employees must comply with all health and safety policies and procedures and ensure their actions or inactions do not cause harm to themselves or others. |
| Self-development | <ul style="list-style-type: none"> ▪ Keep abreast of industry and professional knowledge. ▪ Personal skills and competencies kept up-to-date with professional development. |

STAKEHOLDERS

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|--|---|
| <ul style="list-style-type: none"> ▪ Director of Finance ▪ Health and Safety Business Partner ▪ Suppliers (Contractors and Consultants) | <ul style="list-style-type: none"> ▪ Aquatics Manager ▪ Heads of Faculty ▪ St Cuthbert's Staff |
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KEY COMPETENCIES

| Experience | Minimum Requirement/ Expectation |
|------------|----------------------------------|
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| Professional qualifications/ experience | <ul style="list-style-type: none"> ▪ At least five years' experience in engineering and/or 5 years in facilities management with proven hands-on experience plant and equipment maintenance ▪ A tertiary qualification in property management, engineering or trade qualification in a building related trade such as mechanical/electrical/HVAC engineering ▪ Familiarity and understanding of the Building Act ▪ Good written and verbal communication skills ▪ Proven project management skills and ability to see a job through to completion ▪ Experience with Computerised Maintenance Management Systems (CMMS) |
| Personal attributes | <ul style="list-style-type: none"> ▪ Excellent communication skills (verbal and written) with a wide variety of audiences. ▪ Excellent planning, organisational, prioritisation and forward planning skills. ▪ Work well under pressure, able to multi-task, meet deadlines, solve problems and take the initiative. ▪ Strong interpersonal skills and capable of building effective relationships with team members, internal teams and customers to gain their trust and respect. ▪ Demonstrates a commitment to delivering on key objectives. ▪ Results-oriented and self-motivated. |

The above duties and responsibilities within this role are not meant to be limiting – rather to give an outline of the essential duties of the position that may change from time to time, which will require flexibility.