



## Position Description

<b>Title:</b>	<b>Facilities Project Management Officer</b>	<b>Location:</b>	Toowoomba Catholic Schools Office
<b>Reports to:</b>	Manager: Facilities Development	<b>Classification:</b>	PO4
<b>Directorate:</b>	Finance, Infrastructure and Information Services	<b>Tenure:</b>	3 years

### 1. Purpose

The Facilities Project Management Officer will contribute to the system-wide sustainability for the Diocese of Toowoomba Catholic Schools (TCS) by being responsible for the management of multiple capital works as assigned by the Manager: Facilities Development from concept development to project completion. Projects will be managed in accordance with the standards set by TCS, safety, budgets, Diocese and legislative requirements.

### 2. Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- relevant tertiary qualifications in design, project management or related disciplines, or equivalent extensive relevant experience;
- minimum of five (5) years' experience work in the building industry in one or more of the following areas: design, architecture and construction
- experience as a project manager or is able to demonstrate underlying knowledge and practical experience using project management software to coordinate the tracking of progress of the delivery of construction projects in collaboration with a range of stakeholders
- demonstrated capabilities in delivering complex projects on time and on budget within an operating school environment
- demonstrated experience working with the Microsoft suite of products, including Office 365
- demonstrated extensive experience in Microsoft Excel
- experience in collaborating in teams with a shared focus to deliver innovative capital works projects
- highly effective communication skills (oral and written) and the ability to build effective working relationships with stakeholders
- sound working knowledge of the National Construction Code (NCC), other legislation and Australian standards pertaining to Building maintenance and construction industry
- current driver's licence and ability to travel to all schools within TCS on a regular basis
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

#### Desirable

- a sound understanding of school operations and principles that are critical to the design of excellent contemporary learning environments

- knowledge of capital funding assistance processes within the Queensland Catholic school sector

### 3. Key result areas

- 3.1 assist the Manager: Facilities Development with managing the end-to-end capital building projects
- 3.2 collaborate and communicate with others to ensure that high professional standards are met
- 3.3 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.4 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

### 4. Statement of responsibility

While at work the position holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the position holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

### 5.0 Statement of duties

The information detailed above is an accurate reflection of this position. Attached to this position description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

# Duties Statement

## Facilities Project Management Officer

**3.1 Assist the Manager: Facilities Development with managing the end-to-end capital building projects, including as required:**

- act as the Client Representative on construction contracts with an appointed Superintendent and administer minor contracts as superintendent's representative
- establishing and adhering to budgets including consultation with Manager: Facilities Development on capital grant eligibility and compliance for government-funded projects
- managing stakeholder engagement, expectations and communication with schools and local communities, councils and authorities to develop and maintain collaborative and productive relationships
- assist with design development, including review of the Consultant's project and design documentation
- sourcing of quotations and tenders for smaller education projects in accordance with relevant policies and procedures
- engaging with consultants and contractors
- liaise with clients during the construction phase for the project programming, particularly hand over planning and staging of works
- overseeing construction, on time and on budget including conducting regular formal and informal site inspections of construction works, reporting on progress, budget, workmanship, work health and safety issues etc
- mitigating project risks
- appropriate management of risks and safety
- provide key support to the school Principal throughout the project process, including post-handover
- attend meetings with schools
- reviewing, checking and making recommendation to the Manager: Facilities Development and school/college Principals project payments to contractors and consultants
- producing project documents for projects including but not limited to contracts, finance approval documents and status reports
- coordinating the planning and implementation of projects by developing and maintaining project plans and deliverables using appropriate project management tools and techniques
- management of the rectification of defects and omissions and release of bank guarantees and/or security retention from payments
- coordination of the handover of completed building projects, including checking of As Built drawings , Operations and Maintenance Manuals, Certificate of Classifications
- collaborate with the Facilities Maintenance Planner to ensure a smooth transition of new assets for ongoing maintenance in accordance with relevant legislation and maintenance planning
- as part of the Facilities Development Team, assist from time to time with the coordination of maintenance on TCS properties
- consultation with TCS WHS Advisors on project requirements

**3.2 Collaborate and communicate with others to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice

- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

### **3.3 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the Finance, Infrastructure and Information Services directorate to achieve the strategies set out in the TCS Strategic Plan and integrated strategies
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Manager: Facilities Development.
- attend professional development and team days as appropriate
- document and report on the progress of initiatives in the TCS Strategic Plan and integrated strategies as required

### **3.4 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment