

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 3	Role Type	Facilities Manager
Job Posting Title	ES1-3 Facilities Manager		
Subjects/Duties	Building Maintenance; Grounds Maintenance	Level	Primary/Secondary P-12; Primary/Secondary P-12
Begin Date	13/01/2025	End Date	
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1454831		
Contact Name	Belinda Hudak		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	10/12/2024		

Position Descriptions

Visible	Internal and External
Description Type	Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External
EEO AND OHS Commitment

Description

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au

Visible Description Type Internal and External
Role

As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless otherwise agreed, an education support class employee will be in attendance for 7.6 hours daily (for a full-time employee) between 7am and 6pm from Monday to Friday.

Due to the nature of this role, it is deemed necessary to have specified hours as listed below.

Monday to Friday 7.30-3.36pm, 38 hours per week

This position has a purchase leave requirement being 30 days to be worked. These hours are to be worked during the school holiday periods, to support school facilities and grounds projects and/or works. A leave purchase allowance will be paid fortnightly as per VGSA 2022 clause (9)(a). Compulsory annual leave will be scheduled from the last day of Term 4 through to the first working day in January. Any remaining annual leave can be taken during any of the school holiday periods.

Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a).

Description

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve specific objectives, such as in school administration, operations or educational programs.

Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy. Deviation from standard procedures and school policy will require guidance and direction from senior management.

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility. Staff management issues will be resolved with minimal reference to senior management, although guidance will be required in more complex cases. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or educational program and is unlikely to impact substantially on whole of school operations.

This is the minimum range for positions that carry a mandatory qualification requirement of not less than four years. Professional student support positions become a feature at range 3 (e.g. therapists, psychologists) where standard professional services are delivered. Professional support and guidance will be

close at hand and deviation from standard procedures and school policy will require guidance and direction from senior management.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employees position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Internal and External
Description Type Other Information

Dear Applicant

Thank you for your interest in this vacancy at Mildura Senior College

Applicants should address the key selection criteria.

Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.

Description

Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.

If you have an Employee ID Number, please include it on your application.

Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).

A copy of your current Employee Working With Children Check will be required if successful.

Salary from \$78,800 (includes leave purchase allowance)

Visible Internal and External
Description Type Selection Criteria

SC1 Demonstrated practical knowledge and skills associated with one or more of the traditional trades, such as building, and engineering etc.

SC2 Demonstrated proficiency in the use and maintenance of workshop machinery associated with these trades.

Description **SC3 Demonstrated ability to manage teams and work independently and in a team showing a high level of commitment and understanding of Occupational Health and Safety and compliance.**

SC4 Well-developed interpersonal skills with a demonstrated ability to communicate with all members of the school community (College leadership team, staff, students, contractors, and stakeholders).

SC5 Demonstrated ability in the use of office systems including Microsoft and Google to allow for maintenance of data and compliance documents.

Visible Internal and External
Description Type Responsibilities

The Facilities Manager fulfils an important role supporting staff and students by maintaining College buildings and Grounds, workshop equipment, vehicle fleet, classroom support and OHS requirements. As part of the Facilities and Grounds Team, this role supports the general maintenance and operations of facilities and grounds at the College including the Deakin Trade Training Centre and Mildura English Language Centre and coordination and undertakes facilities projects within the school.

Facilities Team Management:

Lead the facilities team in the maintenance of college buildings, grounds and vehicles.

Description

Support Professional Development for team members.

Coordinate team support for College Events.

Maintain the Contractor Register, Working with Children Checks and Public Liability documentation on AIMS.

Carry out quarterly Asbestos inspections.

Coordinate quarterly workplace inspections.

Engage with and schedule contractor works as per the OHS Activities Calendar.

Coordinate maintenance and maintain service schedules and records for all items in accordance with manufacturer instructions and OHS guidelines and engage qualified contractors to carry out repairs/service.

Schedule College Vehicle Servicing, Inspections, and repairs

Coordinate works for urgent repair of school facilities (including grounds and maintenance) in a timely manner.

Coordinate small building project works.

Facilities and Workshop Maintenance:

Undertake small building project works.

Identify, prioritise and complete minor repairs, maintenance and grounds works as per the schools' facilities and maintenance request ticketing system.

Maintain accurate and up to date data of facilities and maintenance, and work with relevant documentation from Department of Education, Victorian School Building Authority (VSBA) and Mildura Rural City Council.

Keep accurate data entry in schools' maintenance system (AIMS) including monitoring and actioning scheduled works, adding new work items, processing for payment and updating contractor register.

Assist with College events such as assemblies, open day market day, celebration day and exam set up.

Assist with the security of equipment and buildings.

Liaise with the Principal, Business Manager and contractors regarding any emergency maintenance issues, noting this may involve working after school hours or on weekends. Time in Lieu is eligible for any additional hours required.

Operate various tools and machinery such as electric forklift, scissor lift, tractor, ride-on mower, whipper snipper, hedge trimmer, chainsaw etc.

Ensure a safe working environment in the workshop areas and equipment is maintained in a clean, safe and orderly condition.

Ensure all DET OHS guidelines are always adhered to.

Undertake scheduled safety compliance, maintenance, and workplace inspections for equipment.

Workplace Safety:

Maintaining all Mildura Senior College Risk Assessments, Safe Method Statements and Task Based Method statements in accordance with DET OHS Management System compliance requirements.

Attending OHS Committee meetings as required and undertaking actions from meetings as directed by the Workplace OHS Management Nominee.

Undertake Health and Safety Representative (HSR) training and represent the College as a HSR.

General:

Communicate effectively and foster positive relationships with all members of the school community.

High level organisational and time management skills.

The ability to work effectively in a team environment.

Actively seek and participate in professional development (Subject to College PD guidelines).

Attend and participate in team meetings.

Participating in the College's performance and development processes in line with DET requirements.

Undertake general duties as directed by the Principal or Business Manager within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

Education and Experience:

Current Manual Drivers Licence

Current Working with Children Check

Experience working in similar role or setting is highly desirable.

The following items are highly desirable or a willingness to undertake training in these areas:

Relevant certificate or trade qualification relating to building, facilities and/or construction pathways.

White card

Working Safely at Heights

Elevated Work Platform (EWP)

Health Safety Representative

Chainsaw licence

Light Rigid Licence

Visible Internal and External
Description Type Location Profile

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne.

Description

The College has a student population in 2024 of 1024 enrolled students with the addition of Year 10 VCE and VET students undertaking accelerated studies. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Vocational Major (VM). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VM, Vocational Education and Training (VET) and University Enhancement studies. The

College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VM Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College, Henderson College and Mildura Christian College. There is close cooperation with these colleges to support student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment, and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VET advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 136 members of staff including 86 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student cohort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of *Respect, Responsibility, Resilience, Independence and Success* reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Visible Internal and External
Description Type Who May Apply

Description Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Visible Description Type	Internal and External Child Safe Standards
Description	<p>Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the department's exemplar available at:</p> <p style="text-align: center;">https://www2.education.vic.gov.au/pal/child-safe-standards/policy</p>
Visible Description Type	Internal and External DE Values
Description	<p>The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:</p> <p style="text-align: center;">https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview</p>

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	26/11/2024	10/12/2024
Internet	External Posting	26/11/2024	10/12/2024

Job Information	
Created By	09638123(Heidi Earle)
Created	26/11/2024
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(Dept of Education and Training)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	
Status Date	26/11/2024
Date Authorized	26/11/2024
Fixed Term Reason Verified	

Employees Being Replaced	
Employee ID	Name
10588436	Caleb de Groot

Staffing information	
Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly