

POSITION TITLE:	Building, Grounds and Maintenance Officer
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland Services Level 3</i>
AUTHORISATION:	Executive Director



Catholic Education – Diocese Of Cairns

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Newman Catholic College Overview

Newman Catholic College, co-located on James Cook University site, Smithfield, is Cairns Catholic Education's newest college, joining a system of 29 other catholic schools and colleges. Opened in 2022, with approximately 140 Year 7 students and growing a year level each year until Year 12 is reached in 2027, its location on and interaction with the University presents endless opportunities to meet the diverse learning needs of our students. Newman Catholic College works collaboratively with James Cook University so that learning and teaching is enhanced at all year levels.

Our curriculum at Newman Catholic College centres on design, digital and inquiry-based learning. It is strategic in its intent to promote the development of skills such as problem solving, critical analysis, and creative thinking; a curriculum that is innovative, digital and design focused, and forward thinking for all students, wherever they are on their learning journey.

Newman Catholic College has as its heart the Gospel and as such supports an inclusive enrolment policy. Our charism is guided by our patron saint, St John Henry Newman with an underlay of St Francis of Assisi and his approach to ecology. Through this we hope that students see themselves as led to humility before the mystery and wonder of our universe (Psalm 104 and Psalm 148). It is our desire that through growth in ecological awareness students will be encouraged to participate in practical programs and initiatives that serve others.

Staff play a vital role at Newman Catholic College in developing opportunities of holistic education for young people and promoting the message of Christ. It is essential that staff see themselves in genuine partnership with families and the wider community, and together, seek to support the Newman Charism. Young people in our care are invited to develop skills based on the positive faith filled role modelling provided by their staff, families, and community. Teaching practices at Newman Catholic College will be in line with our Newman Catholic College Learning Framework and Standards of Practice.

Purpose Of The Role

The primary purpose of the Building, Grounds and Maintenance Officer is to ensure that the College grounds, buildings and plant and equipment are well maintained, well presented, secure, safe and compliant with applicable regulations.

The employee appointed to the position of Building, Grounds and Maintenance Officer, will have competency at this level, with application of knowledge and depth in some areas and a broad range of skills. The employee shall be fully competent and experienced in a technical sense and requires little guidance. Over time the employee will demonstrate understanding of a broad knowledge base.

There is a range of roles and tasks in a variety of contexts involving some complexity in the extent and choice of actions required. As the employee gains experience, they may be asked to identify, analyse, and evaluate information from a variety of sources.

Competencies are normally used within routines, methods and procedures with some discretion and judgement involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints, good interpersonal and communication skills.

An employee in this position works under limited supervision and work may be checked in relation to overall progress and may take the form of broad guidance and involve a level of autonomy when working in teams.

Over time the employee may be asked to lead or supervise a work team and may have limited responsibility for guidance of the work of others. Team co-ordination may be required.



Essential Duties and Responsibilities

Typical duties performed may include, but are not limited to:

- Coordinates all maintenance both planned and unplanned across the College.
- Maintains appropriate behaviours when engaging with children.
- Performs regular WHS checks of furniture, oval and equipment, around the College, keeping all in good and safe condition.
- Major non-trade maintenance of equipment and facilities.
- Maintains and cleans external areas of the College including airconditioner vents, paths, gardens and drains.
- Develops and follows-up on the *Repairs & Maintenance Register*.
- Leads installation of new facilities and systems e.g. irrigation & drainage systems, security, external lighting etc.
- Operates specialised range of outdoor machinery e.g. mowers, edgers, hedge trimmers, line trimmers, as required.
- Operate and maintain basic maintenance tools, manual and powered, e.g. drill, saw, grinder etc.
- Perform basic carpentry, plumbing, painting, plastering and concreting at a non-trade level.
- Operates and/or maintains a range of machinery and equipment.
- Setout and marks playing areas on the oval.
- Maintains all playground equipment.
- Construction of surfaces and gardens.
- Perform ongoing maintenance around the College.
- Control and maintenance of stores and facilities.
- Leads the College stock controls, record keeping and registers (including MTSS & assets).
- Leads the preparation and running of working bees.
- Supervises all visiting contractors ensuring their work completion.
- Keeps a contactor register ensuring that their insurances are held at the college.
- Sets out chairs and tables for assemblies and gatherings as directed by the Principal.
- Installs grounds furniture and equipment.
- Shares in security matters associated with the college.
- Supports the cleaning team when required.
- Leads ground /oval set up for events.
- Ensures that all tools and equipment are kept in safe working order.

Genuine Occupational Requirements

- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to communicate in English to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Facilitate the prevention of child harm by recognising and responding appropriately.

Physical requirements of the position:

- Work is normally performed in a typical interior office and an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- Manoeuvring within the office/school environment appropriate to the position.



- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment.
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment within your scope of qualifications and experience.

Mandatory Qualifications And Requirements

- Acquire and/or maintain
 - Compliance with WHS expectations and standards
 - Manual handling training
 - Hazard management training
 - Chemical management training
 - Working at heights
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Promote child safety at all times
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Vocational Education training qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

Please Note:

- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.



How You Will Be Assessed

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills, and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Knowledge of, or ability to gain knowledge of, departmental administrative and financial policies, practices and procedures, and Workplace Health and Safety legislation and requirements.

2. Achieves results

Demonstrated ability to undertake professional practices in relation to a busy and dynamic department.

3. Supports productive working relationships

Demonstrated ability and commitment to work as an effective member of a team, by providing support, training, and guidance to team members.

4. Displays personal drive and integrity

Demonstrated ability to work with limited supervision and within guidelines and respond to issues as they arise.

5. Communicates with influence

Communicates to encourage right relationships.

Effective communication and interpersonal skills that encourage positive interaction across the school community and the wider educational and parish communities.

6. Can work across two Departments

Effectively manages time across two departments.

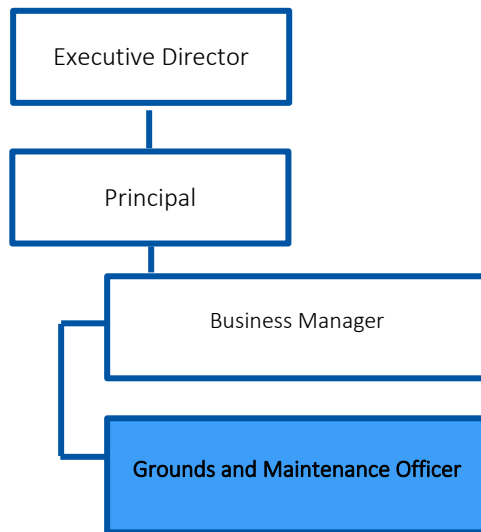


Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive to First Nations peoples and other other cultures	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities



Report and Other Relationships

The Building, Grounds and Maintenance Officer is accountable in the first instance to the Business Manager.



Version Control

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