



ST MARY'S
COLLEGE

Senior Maintenance Officer

Application Package



Applications Close: Wednesday 25th October 2023 at 12.00pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

Position Description

Senior Maintenance Officer

Position Details

Role title:	Senior Maintenance Officer
Classification:	Utility Level 4
Is responsible to:	Principal
Key relationships:	Property Services Manager, Director Business and Operations, College staff, students, contractors

College Environment

St Mary's College, Hobart is a Catholic school providing education for boys from Prep to Year 2 and Girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: *In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society..* The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

Role Accountability

The Senior Maintenance Officer is accountable for effectively planning, implementing and evaluating a grounds and maintenance program across the school to ensure a clean, orderly, safe and instructionally supportive physical environment that enables enhanced student learning outcomes.

Within the role, the Senior Maintenance Officer supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

The Senior Maintenance Officer is responsible to the Principal, and works under the broad direction of the Business Manager and Property Services Manager.

Catholic Education Tasmania Requirements

- Support the mission of the Catholic Church.
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement.
- Support the Vision and Mission statement of St Mary's College.
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of College life.
- Uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Key Result Areas

- Contribute to the development and implementation of the College's annual maintenance and capital works plan as required.
- Ensure the buildings and grounds of the College are developed and maintained to a high standard.
- Assist in supervision of contract cleaners.
- Assist in daily activities assigned by Property Services Manager to ensure that:
 - The College grounds and buildings are properly maintained and cleaned.
 - Work is carried out in a timely and professional manner, and in accordance with relevant policies, procedures and OH & S requirements (eg. Ensuring that sun protection, personal protective equipment and manual handling guidelines are followed).
- Perform daily tasks in accordance with College guidelines including, but not limited to:
 - Secure and unlock buildings
 - Drive the College bus
 - Perform a routine check of the College grounds for vandalism, "sharps" etc
 - Advise the Business Manager of any repair, maintenance or grounds related issues as necessary
- Assist with the coordination of external contractors and tradespersons for major internal projects in consultation with the Property Services Manager in accordance with College guidelines.
- Assist with conducting hazard inspections of the College grounds to identify OH & S hazards and determine appropriate course of action in response as required.
- Perform minor repairs and maintenance as required around the College including maintenance of electrical cords and other equipment as required under Australian Standards and College guidelines.
- Respond to requests (within set limits) from College teaching staff to move items around the College as required.
- Receive orders as required on behalf of the College and organise distribution to the relevant staff and/or location.
- Supervise and coordinate daily work of Utility Officers in consultation with Property Services Manager.
- Provide backup and relief for the Property Services Manager when away.

Team effectiveness and collaboration

- Support and assist teaching and school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the School community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the School community to enhance student outcomes.
- Maintain constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management or senior staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Actively participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from line manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Use software packages, including word processing, maintain email and electronic records.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace;
 - contribute to safe systems of work; and
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Use and maintain required PPE that is worn when undertaking tasks and activities e.g. hearing and sight protection
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

Personal Capabilities

- Demonstrated professional integrity
- Work collegially and in a team environment
- Communicate effectively with a range of people from differing levels / backgrounds
- Coordinate routine activities, set priorities and deliver tasks on time
- Perform effectively in an environment with competing demands
- Apply literacy and numeracy skills effectively
- Act with due care and diligence
- Demonstrated reliability, dependability, flexibility and adaptability
- Work independently with minimal supervision
- Use initiative to resolve problems in a constructive manner
- Relevant experience working in landscaping and/or grounds maintenance.

Evidentiary Requirements

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Current Tasmanian vehicle driver licence
- Current Tasmanian driver licence for light, medium or heavy rigid vehicles.
- Ability to gain and/or maintain Accreditation A as per the Catholic Education Commission Tasmania Policy.

Desirable

- Work Health and Safety qualification and experience
- Current first aid qualification (or ability to gain)
- Proven experience in leading and directing others
- Trade Certificate and/or Trade Experience

Environmental Conditions and Physical Demands

The Senior Maintenance Officer works indoors and outside and will be exposed to very hot or cold temperatures depending on the season. The Senior Maintenance Officer will be exposed to UV, dust, fumes, odours and noisy and crowded environments. The Senior Maintenance Officer may be required to work at heights from time to time. Duties will involve frequent standing, sitting, walking, bending, stooping, kneeling, twisting, crawling, reaching, climbing, balancing, lifting, pulling, pushing and carrying. Correct manual handling techniques must be used at all times. The Senior Maintenance Officer will use a variety of power tools, equipment and chemicals and is required to use personal protective equipment as appropriate. Good vision, hearing and olfactory senses, and manual dexterity are required for operation of mechanical tools and equipment.

Selection Criteria

The following specific selection criteria must be addressed by candidates in their application.

Evidence of:

- Willingness to support the ethos of a Catholic school.
- Good interpersonal and communication skills including the ability to work with all members of the College community both individually and as a member of a team.
- Knowledge and skills in buildings and grounds maintenance as well as the ability to perform minor repairs on a variety of equipment and furniture.
- Ability to supervise and lead others.
- Ability to organise the purchasing of products and services on behalf of the College
- Ability to maintain confidentiality as appropriate and to handle sensitive matters with discretion, tact and empathy.
- Knowledge of workplace Health and Safety principles and a commitment to the maintenance of a safe working environment.

Additional Position Information

Start date:	ASAP
Tenure:	Ongoing 38 hours per week, Full time
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Hours of Work:	6.30am – 3.06pm Monday - Friday
Remuneration:	Indicative salary range Utility Level 4 \$69120pa - \$76135pa – plus 11 % superannuation

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Applications must include:

Final Checklist for Applications

- A Cover Letter addressed to Human Resources.
- A current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. Ensure the names and contact details of two recent referees.
- Address the selection criteria with a written response to each dot point. Applicants that do not address the selection criteria cannot be considered for the position.

Your application is to be submitted via the St. Mary's College website by clicking on the “**online application form**” link.

<https://www.smc.tas.edu.au/employment/>

CLOSING DATE FOR APPLICATIONS: Wednesday 25 October 2023 at 12.00pm

Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Coordinator on (03) 6108 2560 or hr@smc.tas.edu.au