



# The Scots College

Sydney Australia

## Role Description – Facilities Administrator

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

*Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2015 -2025*

- 1. Position Title:** Facilities Administrator (Bellevue Hill campus)
- 2. Role Purpose:** The Facilities Administrator is to manage the contracts and agreements with contractors and suppliers of the Facilities and Maintenance department (FMT). They are to monitor and manage the FMT annual budget. This role will also analyse and implement improvements of systems within the department and build customer service relations with other departments of the College. This role will also carry out research to assist improving service delivery.
- 3. Location:** Bellevue Hill campus
- 4. Responsible To:** Facilities Manager
- 5. Key Relationships:** Director of Business and Operations, Facilities Manager, Facilities Capital Project Manager
- 6. Key Accountabilities:** Daily administrative duties for the Facilities and Maintenance department.

7. Position Responsibilities and Core Activities:

Position Responsibilities	Core Activities	Key Performance Indicators
FMT Administration	<ul style="list-style-type: none"> <li>• Management of all FMT documents, files, policies, guidelines and digital assets via the College AODocs</li> <li>• answer and address all incoming phone calls to the FMT office</li> <li>• supervise the arrival and departure of FMT contractors via Viatek sign in kiosk</li> <li>• request and manage all supporting contractor documentation required to be onsite including contractor induction forms /hotwork permits/WHS/WWCC/public liability insurance</li> <li>• liaise and troubleshoot with onsite contracts</li> <li>• coordinate work and assist contractors upon arrival to site</li> <li>• assist FMT staff with the College purchase order system</li> <li>• distribute and manage issuance of keys and security passes</li> <li>• send all outbound email communication from the FMT to the whole college</li> <li>• program access for events and functions via Forcefield Management Software</li> <li>• edit and assign profiles and program staff cards</li> <li>• program, monitor and manage Alerton system in SWBSC</li> <li>• manage FMT web page on College intranet (Schoolbox)</li> <li>• manage the College fleet including documentation, insurance claims, compliance, issue keys to drivers, move vehicles, drive vehicles to assigned mechanics and collision repairers</li> <li>• supervise the lower and upper carpark to ensure all staff / contractors are parked correctly and maintain a high standard or order / update signage</li> </ul>	<ul style="list-style-type: none"> <li>• All FMT documentation, files, policies, guidelines and digital to be updated each month</li> <li>• all documentation will be uploaded to a document structure agreed by the FMT team</li> <li>• all incoming and outgoing calls to be answered in a professional, friendly manner and to provide assistance</li> <li>• all contractors entering the college should be met in a professional, friendly manner and assisted with tasks that are to be completed</li> <li>• the FMT webpage to be updated at all times</li> <li>• all communication via email or other methods to be completed in a friendly, professional manner</li> <li>• all invoices, credit card payments and vendor goods and services documentation to be processed in a timely manner and submitted to accounts department.</li> </ul>

	<ul style="list-style-type: none"> <li>• complete driver inductions with all drivers</li> <li>• complete quarterly zone inspection</li> <li>• coordinate and minute internal team meetings</li> <li>• administer leave forms of FMT staff</li> <li>• reconcile and administer FMT credit cards</li> <li>• management of CCTV surveillance footage and provide CCTV footage as requested to approved members of the College.</li> </ul>	
<b>Key Systems</b>	<ul style="list-style-type: none"> <li>• Google Docs (AODocs)</li> <li>• Web Help Desk Ticketing</li> <li>• MediusFlow – Purchasing/Invoicing</li> <li>• Google Email</li> <li>• Schoolbox – intranet</li> <li>• Synergetic – Student Management System</li> <li>• Alerton Building Management Control System</li> <li>• Forcefield Management Software</li> <li>• Cisco SASD</li> </ul>	<ul style="list-style-type: none"> <li>• All key college systems to be used properly and securely and information to be updated according to the standard of the College.</li> </ul>

The Scots College occasionally requires employees to work after hours to finish projects or carry out Facilities and Maintenance tasks. The FMT groundsman must be able to occasionally work later to finish these tasks. The Facilities Administrator may be required to work later to complete these tasks.

**8. Essential Selection Criteria:**

- Demonstrate capacity and willingness to align with and support the values and mission of The Scots College in everything they do both onsite and offsite while representing the College in any way
- demonstrate capacity and willingness to comply with all College policies
- demonstrated commitment to the development of ‘best practice’ strategies in all aspects of College Facilities and Maintenance operations
- capacity to take a whole College perspective in decision making
- commitment to one’s own ongoing learning
- professional and personal integrity
- being proactive and innovative
- effective interpersonal communication skills and experience in dealing with staff / students / parents / guests on Facilities and Maintenance matters
- demonstrated capacity to operate as both a leader and a team player
- must be able to work effectively in a demanding work environment
- must be able to integrate and contribute effectively with Facilities and Maintenance team members.

## **9. Competency and Behavioural Skills**

- team player
- good communicator
- flexible, quick to learn
- resourceful
- available for on call assignment
- pro-active, multi-tasking
- able to work without direct supervision.

## **10. Expected Standards of Employees**

- Be polite and courteous to staff, students and the college community at all times.
- respond to emails within one business day
- take responsibility for your own administrative tasks
- arrive at work on time
- a clean and tidy personal appearance including uniform if you have been issued with one.