



## Property Manager Permanent Full-time

*Significant opportunity commencing February 2021*

Mr Mark Bonnici invites suitably qualified and experienced Property Managers to indicate their interest and willingness to fulfil this position. The primary purpose of the Property Manager is to ensure the physical buildings, gardens and grounds of the College are presented and maintained to a high standard at all times and to develop appropriate frameworks, processes and systems to ensure adequate repair and maintenance programs are in place and adhered to. The Property Manager will also oversee various infrastructure such as air-conditioning, security and alarm systems, ensuring they are always operational and suitable maintenance and upgrades are undertaken as required. The Property Manager will manage a range of outsourced services such as security and waste management. In conjunction with the Business Manager, they will also ensure that the College meets all necessary compliance and legislative requirements with respect to property and building matters. The Property Manager will also assist with the management of major building projects and will oversee procurement processes for furniture, equipment, fittings and other assets required to enable the College to undertake its curriculum and co-curriculum programs. A flexible approach to working in a problem-solving team environment with changing priorities is an important aspect of the position. A commitment to the ethos of the Catholic School is essential. The position reports to the Business Manager and College Principal.

### Applicants are asked to provide:

- 1) A cover letter outlining reasons for your interest in the position (*one page*)
- 2) A Curriculum Vitae including two referees including current employer
- 3) A statement addressing the essential requirements below (*Please limit your response to no more than five pages*)

### Essential Criteria:

- Has an affinity with and appreciation of the Vision and Values of the College as outlined in the role description
- Is a multi-skilled handyperson and/or have trade or equivalent experience
- Demonstrates excellent knowledge, skill and understanding of the key accountabilities outlined in the role description
- Has experience in successfully managing a team in meeting the key objectives of an organisation
- Is service focused with a passion for resolving issues in a practical and innovative manner
- Is a clear and concise communicator, in both technical contexts and non-technical situations
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the College community.

### Desirable Criteria:

- Experience in working in a similar role in a school environment will be considered an advantage.





**ST EDWARD'S**  
**COLLEGE**  
WHERE YOUNG MEN ACHIEVE



13 Frederick St, East Gosford, NSW 2250



(02) 4321 6400



[info@stedwards.nsw.edu.au](mailto:info@stedwards.nsw.edu.au)



[www.stedwards.nsw.edu.au](http://www.stedwards.nsw.edu.au)

St Edward's College is an Equal Opportunity Employer. Aboriginal and Torres Strait Islander people are encouraged to apply. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

**This position is being readvertised. Previous applicants need not apply.**

This is a permanent full-time position commencing in February 2021. Applications are to be directed via email to the Principal at [principal@stedwards.nsw.edu.au](mailto:principal@stedwards.nsw.edu.au) by 3.00pm Friday February 5.

The Principal  
St Edward's College, Gosford  
[principal@stedwards.nsw.edu.au](mailto:principal@stedwards.nsw.edu.au)  
[www.stedwards.nsw.edu.au](http://www.stedwards.nsw.edu.au)



EDMUND RICE EDUCATION  
AUSTRALIA

ST EDWARD'S COLLEGE  
ABN. 75 045 585 228