

## JOB DESCRIPTION & PERSON SPECIFICATION

### Property Services Manager

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|--------------------------|----------------------------------------------------------|
| College Department:      | Property Services                                        |
| Position Title:          | Property Services Manager                                |
| Position Classification: | Grade 6, Year 1                                          |
| Tenure:                  | Permanent, full-time: 1.0FTE<br>Commencing November 2025 |

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals.

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The Property Services Manager is primarily responsible for the daily management of the Grounds and Facilities at Tatachilla Lutheran College, ensuring that all Facilities and Grounds are always kept in the best possible condition. The role also includes:

- Assisting the Principal, Business Director and other College staff in fulfilling the strategic aims and purposes of Tatachilla Lutheran College.
- Supporting and maintaining the philosophy and Lutheran ethos of the College which is 'Teaching the Love of Christ for a fulfilling life which values self worth pursues excellence and serves others.'
- Providing effective and efficient support to the operations of the College.
- Leading a team of grounds staff and working collaboratively with the College community to improve the quality and safety of grounds and facilities.

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### 2. Reporting / Working Relationships

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- Accountable to the Principal, through the Business Director

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### 3. Special Conditions

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- A 12 week probation period will apply.
- Work outside of standard hours as required.
- Undertake additional duties as requested by the Principal or Business Director
- Attend staff events, meetings and devotions when requested.

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### 4. Extent of Authority

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The Property Services Manager will accept the delegated responsibility and authority vested by the Principal and Business Director.

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## 5. Statement of Key Outcomes & Associated Activities

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### GENERAL EXPECTATION

The Property Services Manager is responsible for the day-to-day coordination and smooth operation of the Property Services Department. This includes the supervision of staff, work programming, planning, and scheduling, as well as contributing to the ongoing development and enhancement of Tatachilla Lutheran College.

### GENERAL RESPONSIBILITIES

#### 1. Supervision of Grounds and Maintenance Teams

Lead and support Grounds and Maintenance staff, promoting a collaborative team environment while remaining hands-on when required. Key responsibilities include:

- **Grounds:** Mowing, landscaping, weeding, waste and recycling management, paving, and oversight of the Eco Classroom environment.
- **Maintenance:** General repairs, painting, tiling, cleaning, carpentry, plumbing, metalwork, and minor construction projects.

#### 2. Grounds Development

- Assist in the planning and design of landscaping and external infrastructure.
- Support the ongoing maintenance and development of the Eco Classroom and surrounding environments.

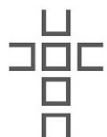
#### 3. Contractor and Systems Management

Oversee service providers and systems critical to the operation of the College, including (but not limited to):

- Cleaning and hygiene services
- Security systems and compliance
- Fire safety system compliance
- Locksmith services
- Waste and recycling services
- Wastewater management
- Painting contractors
- Pest control services
- Landscaping and paving contractors
- Tradespeople (e.g. plumbers, electricians, HVAC technicians)
- College vehicles and school buses
- Lift servicing and compliance
- Playground inspections and audits

#### 4. Event Support

Coordinate, supervise, and assist in the setup and pack-down of equipment and facilities for College events, both on and off-site.



#### 5. Work Health and Safety (WHS)

Promote and contribute to a safe and healthy work environment by:

- Overseeing the implementation of WHS policies, practices, and procedures in collaboration with external providers
- Managing College evacuation and lockdown procedures and drills
- Liaising with WHS providers to ensure compliance
- Providing guidance on WHS training and audit requirements
- Undertaking regular professional development and training related to the WHS Coordinator role

#### 6. Committee Participation

Attend and contribute to relevant committees and meetings as directed by the Business Director, including:

- WHS Committee
- Staff meetings and College events, as required

#### 7. Budget Oversight

Manage and monitor the annual Grounds and Maintenance budgets in consultation with the Business Director.

### SPECIFIC RESPONSIBILITIES

#### New Facilities Development

- Liaise with the Business Director, Principal, architects, engineers, and builders regarding building projects
- Assist with the design and planning of new College facilities
- Manage and support the construction and renovation projects undertaken by the Property Services team
- Engage with staff and students to incorporate their feedback and ideas into future facility planning

## PERFORMANCE MANAGEMENT

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### 1. Leadership

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Provide a high level of professional knowledge and support to the College that enhances the College profile and meets the needs of the Property Services maintenance and capital plan.

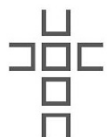
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### 2. Staff / Students / Parents

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Parental / Student Communication:

- Develop effective relations with key stakeholders both internally and externally as they seek information or support from the College relating to facilities.



### Job Description & Person Specification

### Property Services Manager

#### Communicate:

- Actively and regularly use a variety of communication methods in a proactive and positive manner that is in keeping with the professional nature of the organisation.

#### Confidentiality:

- Maintain the highest level of confidentiality and professional disclosure.

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### 3. General

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#### Administrative:

- Tasks are completed to a high quality and in an efficient manner, undertaken through a collaborative team approach.

## PERSON SPECIFICATION

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### 1. Educational / Vocational Qualifications

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- Evidence of prior experience in a similar position. Project management experience preferred.
- Hold a relevant trade qualification – preferably building, carpentry.
- A solid understanding of construction and building techniques.
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
- First Aid Certificate

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### 4. Personal Skills, Abilities & Aptitude

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- Display commitment and enthusiasm for supporting the College.
- Show a willingness to support and promote the Christian ethos and values of the College.
- Have an ability to work in a team environment, working collaboratively with colleagues.
- Have excellent communication and interpersonal skills.
- Ability to interpret and promote the culture of the College into the wider community.
- Be able to communicate effectively and work with staff, students and parents.
- Ability to analyse problems and formulate clear and effective solutions.
- Superior organisational ability, attention to detail and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks.

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### 5. Experience / Knowledge

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- Experience in leading and managing teams.
- Highly developed communication, planning and organisation skills.
- High level of analytical skills.
- Ability to work under pressure.
- Experience managing budgets and projects.

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### 6. Classification Level

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The Property Services Officer is a Lutheran Schools Officer Grade 6 classification as per the 2024 SA Lutheran Schools Enterprise Agreement.

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**7. Performance Standards & Review**

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An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

Additional Key Performance Indicators may be developed in line with the College Strategic and Business Plan.

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**8. Workplace Health & Safety**

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The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

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**9. Equal Employment Opportunity**

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Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

## APPLICATION PROCESS

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**Applicants with sufficient skills and experience are required to:**

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1. Write a cover letter of up to two pages, addressing suitability for the position;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral or character referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Business Director, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au).

Applications close 9am, Monday 3 November 2025