

authenticity

# Facilities Manager

Information for Applicants

Closing Date: 25th June 2021

excellence

tenacity

respect



Uniting Church in Australia Property Trust (Q).  
CRICOS 00537M

+ spirit + tenacity + authenticity + excellence + respect



**SCOTS PGC  
COLLEGE**

Warwick, Queensland

— Always aiming higher

## Position

Facilities Manager

## To commence

As soon as possible

## The role

We are experiencing a period of strong growth, driven by increasing student enrolments and the passion of our College Council, Executive and staff to make SCOTS PGC a great place to learn and work.

The College operates two one-hundred-year-old campuses comprising educational, residential, and co-curricular facilities and resources. The Facilities Manager will lead the management of the College's physical facilities and resources to ensure that they are maintained to a standard that enables the effective delivery of the College's programs.

With an emphasis on effective planning and project management, the Facilities Manager will oversee a program of scheduled, preventative maintenance as well as the management of facilities projects.

This is a full-time role to commence as soon as possible.

Click [HERE](#) for a copy of the position description.

## The College

We are a co-educational day and boarding school in a beautiful rural setting on the outskirts of the city of Warwick, about two hours from the state capital, Brisbane. With a student population from Prep to Year 12, we offer a uniquely personalised education where both breadth and balance are features of our program.

An integral element of College life is our emphasis on character development. We want our students to challenge themselves to reach their full potential. Therefore, it is no wonder that people often say – *this is the school where country values inspire excellence!*

We aspire to be the College of first choice for families that want their sons and daughters to grow well as people. Like parents, we aspire for our young men and women to be confident that the College has given them the skills and attributes to create a successful future.

## Our vision

To inspire students to be their best.

## Our values

We affirm five values that underpin all that we seek to achieve for the students of SCOTS PGC;

- Spirit
- Tenacity
- Authenticity
- Excellence
- Respect

## Selection criteria

1. Excellent organisational skills. The Facilities Manager will need to demonstrate the ability to schedule and manage day to day workflows as well as planning and managing large, long-term projects.
2. Communication skills. The Facilities manager will need to demonstrate the ability to effectively communicate with a range of internal and external stakeholders.
3. The ability to develop and manage budgets for the department as well as budget for capital works projects.
4. The Facilities Manager will need to be an effective leader of the staff within the Support Services function. A demonstrated ability to manage and support the work of their team and to develop team members is essential.
5. Previous experience in a similar role is highly desirable.
6. The successful applicant must be eligible to hold a Positive Notice (Blue Card) for child-related employment in Queensland.

## How to apply

Completed applications can be submitted via email to [employment@scotspgc.com.au](mailto:employment@scotspgc.com.au)

Please ensure that your application addresses the requirements as set out below.

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check

All applicants must be eligible to hold a Positive Notice (Blue Card) for child-related employment in Queensland.

The College is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

## Privacy

A copy of the College's Employment Collection Notice can be obtained by clicking [here](#).