

# POSITION DESCRIPTION

**POSITION:** Infrastructure and Capital Manager

**STATUS:** Full Time

**REPORTS TO:** The Principal

**DATE:**

**CLASSIFICATION:** SO Level 7

**COLLEGE:** EMMAUS COLLEGE

**EMPLOYEE NAME:**

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## Purpose of Position:

Support the Principal in ensuring the effective, efficient and responsible management of relevant services, systems and resources within the school that are associated with the development of the College.

## Key Characteristics:

**Skills:** Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education  
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality  
Use initiative in self-directed development and application of expert knowledge with extensive expertise in some areas  
Significant discretion and independent judgement are required within constraints set by management  
A breadth and depth of professional skills are applied to roles and functions in both varied and highly specific contexts  
A high proportion of competencies involve significant scope and/or complex, specialized or professional functions  
Duties of an innovative and/or critical nature are undertaken without professional direction and initiative is exercised in the application of professional practices

**Supervision:** Work will be carried out under general guidance with limited or no professional supervision  
The general quality of work is monitored by management and is subject to stated objectives and professional standards  
Supervision at this level is related to task methodology and work practices  
May involve a level of autonomy in accordance with a broad plan or budget strategy

## Supervision of Others:

May have responsibility for setting and achieving of objectives by a work section and its staff may be involved  
Leadership and development of teams and responsibility for outcomes may be required  
Responsibility for assessment, training and development and performance counselling of staff may be required

**Qualifications:** Formal qualifications at degree level are required along with relevant post graduate qualifications or extensive and relevant experience as required by the employer to reflect higher levels of professional outcomes

## Key Duties:

- Ensuring effective communication (two-way) between the Architect, Project managers and other professionals and members of the school community – Principal, Heads of Faculty, Teachers, P&F, School Board.
- Reporting regularly to, and meeting regularly with, the College Principal on all issues affecting capital works.
- Responsible to the Principal, for the oversight, coordination and reporting of all capital works planning and construction, ensuring prompt and appropriate response to emergent issues.

- Coordinate, oversee and manage the financial and operational aspects of capital works and other relevant projects as requested by the Principal.
- Represent College interests in group and Diocesan related committees, events and activities.
- Applying independent action and high level judgement to provide a timely response to issues affecting the operation of the college.
- Integration and co-ordination of the School's strategic plan relating to property and infrastructure.
- Assist the Principal and the College Leadership team to formulate and execute short term, long range and strategic planning to meet the future business aims and objectives of the College in the most time efficient and cost effective manner.
- In collaboration with the Principal, make a significant contribution to policy formulation.
- Oversee the capital budget for purchase of new or replacement capital items.
- Oversee security arrangements related to the protection and security of staff, students, volunteers, visitors, premises and facilities to maximise such security provisions.
- Responsibility and oversight of staff duties for the security of alarm, electronic locks and key system.
- Manage, administer and oversee the implementation of contracts as negotiated with the Principal to meet the aims and objectives of the College.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services (Copiers, phone systems, cleaners etc)
- Assist with Leadership Team projects.
- Manage, administer and oversee the application of grants as negotiated with the Principal to meet the aims and objectives of the College.
- Research, plan and manage the procurement and implementation of infrastructure that support the current and future requirements of the school.
- Respond to ad hoc projects from the Principal and College leadership Team
- Responsibility for hiring of school premises/facilities to third parties and oversee this process.
- Project management of major events, such as BID, Masses, Graduation, Welcome BBQ, etc.
- Ensure the College has effective and adequate insurances (including for capital works projects) and handle any claims that arise.
- Disaster management/business continuity planning.
- Liaise with Facilities Manager, Finance Manager, Office Manager, IT Manager and Workplace Health and Safety Officer in supporting the infrastructure of the College.

### **Authority Limits**

Appropriate authority is delegated to Infrastructure & Capital Development Manager from the College Principal to produce the desired outcomes

Budgeted expenses up to \$5000

***I acknowledge that I have sighted and been provided a copy of this Position Description.***

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**Employee Name (Please Print)**

**Signature**

**Date**