



LOURDES HILL COLLEGE

A School of *Good Samaritan Education*

Position Description

Head of Property and Facilities

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Head of Property and Facilities is responsible for the strategic planning, operational oversight and continuous improvement of the College's built environment and grounds. The role ensures that College facilities are safe, compliant, functional, and fit for purpose, while supporting the College's mission, strategic priorities, and long-term sustainability objectives.

The role provides leadership across facilities planning, capital works, maintenance programs, contractor and consultant management, building management systems, compliance and sustainability, while maintaining operational visibility and supporting day-to-day delivery.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

Facility Strategy, Master Planning & Capital Works

- Manages the development, implementation and review of the College Master Plan, Capital Management Plans, Facilities Maintenance Plans and Sustainability Frameworks.
- Collaborates with the Director, Business Operations and Finance to align the above plans with College strategic priorities and budgets.
- Provides professional advice, reporting and recommendations to the Director, Business Operations and Finance, the wider executive team and Board committees.

Project Delivery and Commercial Oversight

- Responsible for effective project governance and reporting for all facilities, refurbishment and maintenance projects.
- Approves budgets, authorise expenditure, work orders and invoices within delegated authority.
- Ensures accurate records of all activities, including drawings, asset registers and service documentation, etc.



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Contractor, Supplier and Consultant Management

- Responsible for a panel of approved contractors and suppliers in line with College procurement policies ensuring continuity of service and responsiveness to College needs.
- Responsible for the engagement, induction and performance management of contractors and service providers, ensuring compliance with WHS requirements, including insurances, licences, etc.
- Reviews contractor performance, monitoring service level expectations and performance indicators which support procurement and renewal recommendations, in line with College purchasing frameworks
- Leads periodic review of supplier arrangements and takes services to market where required.

Building Systems & Asset Management

- Responsible for the performance, compliance and optimisation of all building and environmental systems.
- Ensures systems are documented, audited, maintained and upgraded as required.
- Coordinates system training, SOP development and system utilisation audits.

Maintenance Planning & Lifecycle Management

- Establishes, implements and annually reviews the College's Facilities Maintenance Plan, including both preventative and reactive maintenance programs.
- Develops and maintains annual and forward maintenance schedules aligned to asset lifecycle requirements and budget priorities.
- Ensures maintenance activities are planned, prioritised and delivered in a timely and cost-effective manner.
- Monitors maintenance outcomes and adjusts plans based on asset condition, performance data and operational needs.

Operational Oversight and Support

- Maintains visibility of day-to-day maintenance and grounds operations, supporting the team as required
- Supports Property Team in the prioritisation of works, seasonal planning and emergency responses.
- Oversee grounds and horticultural services (landscaping, irrigation and arboriculture), ensuring safe, high-quality presentation of outdoor learning and community spaces.
- Drive sustainability initiatives across property operations, including energy, water and waste efficiency improvements, and monitoring/reporting against agreed targets.
- Acts as escalation point for complex operational, safety or property and maintenance issues.
- Provides on-call service and support to the College outside of standard operating hours as rostered including security call out.

Transport & Fleet Management

- Manages the delivery of College bus services (internal and external services), including scheduling, safety compliance, contractor management and service performance.
- Oversees the management and maintenance of College vehicles, and ensures compliance with relevant legislation and safety requirements, particular in relation to student safety.
- Maintains vehicle registers, usage logs, servicing schedules and compliance documentation.



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Procurement & Financial Governance

- Responsible for procurement activities across property and facilities in accordance with College policies and procedures. Ensures appropriate sourcing processes are followed, including quotation, tendering and supplier selection.
- Monitors expenditure against approved budgets and ensures financial accountability across all projects and services.
- Approves purchases and contractor engagements within delegated authority.
- Works closely with the Director, Business Operations and Finance to ensure compliance with financial controls and reporting requirements.

Reporting, Compliance & Continuous Improvement

- Develops and maintains reporting frameworks across:
 - Safety, Risk and WHS compliance
 - Sustainability performance
 - System utilisation and efficiency
- Analyses trends, benchmark performance and provide recommendations to senior leadership.
- In conjunction with the Director, Business Operations and Finance responsible for budget development, forecasting and asset planning.

Leadership, Safety & Governance

- Provides leadership, direction and support to the Property Services Team. Manages performance, capability development, and workforce planning within the team.
- Contributes to a culture of accountability, safety, and continuous improvement, ensuring all works comply with WHS legislation, Australian Standards and College policies.
- Works closely with the WHS Officer to manage contractor and staff safety compliance.
- Responsible for the Property Risk Register and ensures regular reporting of key risks, controls, and mitigation actions.
- Ensures hazards, incidents and risks are addressed promptly and appropriately.
- Supports policy development, system improvements and organisational planning.

Other Duties

- Any other duties as required by Director, Business Operations and Finance.

Other Information:

This role reports directly to the Director, Business Operations and Finance.



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Key Relationships

- External contractors
- College Leadership Team
- Architects, engineers, and project managers
- Builders and specialist trades
- Local council and regulatory authorities
- Workplace Health & Safety advisors
- Insurance providers and assessors
- Utility providers
- Service contractors (security, fire, HVAC, grounds, cleaning, waste management)

Qualifications and Experience

- Significant experience in facilities, property, asset management, building services, or a related field.
- Demonstrated leadership experience managing multidisciplinary teams and contractors.
- Proven experience managing operational and capital budgets.
- Strong knowledge of building compliance, WHS legislation, and risk management frameworks.
- Experience overseeing preventative maintenance programs and asset lifecycle planning.
- Demonstrated ability to manage capital works projects from planning through to completion.
- High-level organisational and project management skills.
- Current driver's licence.
- Current Working with Children Check (or ability to obtain).

Term of appointment

This role is a full time, individual negotiated contract under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.