

JOB DESCRIPTION	
Position title:	Leadership Support [LDS] Leader – Facilities Management
Support Staff Area:	Property
Grade:	Grade D
Reports to:	Human Resources Leader
Working relationships	Human Resources Leader Senior Leadership Team School community and sector stakeholders
Support Staff:	LDS Assistant LDS Specialist

PURPOSE OF THE POSITION
To provide successful and efficient leadership and delivery of services assigned to the respective Leadership Support areas in AC

KEY RESPONSIBILITIES		APPRAISAL INDICATORS
1	Familiarity and compliance with the School's Charter and policies	<ul style="list-style-type: none"> A personal portfolio of evidence and reflection indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained
2	Promotion of the AC Way	<ul style="list-style-type: none"> A shared understanding of and consistent engagement in the AC Way is evident in your practice, leadership and disposition
3	Oversight of respective Support Staff Area	<ul style="list-style-type: none"> The relevant Support Staff Area budget is completed, approved and fiscally accounted for in line with AC protocols Events and activities in the Support Staff Area comply with statutory Health and Safety standards, guidelines and protocols Assigned Support Staff Area reviews, reports and documents are compliant, timely and accurate Working relationships with staff, learners, whanau and external stakeholders align with relevant professional standards and the AC Way
4	Provision of specific Support Staff Area services	<ul style="list-style-type: none"> Assigned Support Staff Area tasks are timely and are accurately, efficiently and collaboratively completed

5	Creation and maintenance of and compliance with the respective Learning Support Area Manual of Operations and Guidelines	<ul style="list-style-type: none"> Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition
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TASKS and KEY DUTIES	
Promotion of the AC Way	<ul style="list-style-type: none"> Engage with AC events as appropriate to the Support Staff Area Attend and participate in relevant AC PLD When required participate in the sharing of tasks and responsibilities within the Learning Support Area and/or across support staff areas within the school
Oversight of respective Support Staff Area	<ul style="list-style-type: none"> Allocate and manage the Support Staff Area Budget Prepare and distribute appropriate Support Staff Area plans, reviews and annual reports accurately in a timely way Cultivate and maintain effective and cooperative working relationships with staff and the wider community Lead appropriate and targeted professional development and mentoring of staff in the Support Staff Area
Specific LDS tasks / duties	<ul style="list-style-type: none"> As per the signed attachment
General	<ul style="list-style-type: none"> Any other duties as reasonably required by the employer

GENERAL RESPONSIBILITIES
<ul style="list-style-type: none"> On-going up-skilling of support staff On-going professional learning and development Health, safety and well-being of the support staff area

DECLARATION	
Signed by employee:	
Signed by employer:	
Date:	
Last Reviewed:	August 2018

Specific LDS tasks / duties – LDS Leader – Facilities Management	
Manage property resources	<ul style="list-style-type: none"> • Ensure that all learning spaces are appropriately furnished and equipped • Manage availability of venues/buildings for school use • Liaison with building or grounds contractors • Support the School Leader with regard to the resourcing of new facilities
Budget responsibilities	<ul style="list-style-type: none"> • Building maintenance • Minor capital works
Compliance achieved and maintained	<ul style="list-style-type: none"> • Ensure Ministry of Education compliance administration standards are achieved • Compliance re Building Warrant of Fitness • Emergency evacuations • Shared responsibility for OSH and Health & Safety with Senior Leadership Team • Work with Project Managers regarding 10YPP and 5YA • Work on procurement plans via Government Electronic Tendering Services [GETS]
Property responsibilities	<ul style="list-style-type: none"> • Project management • Buildings development • Security including keys, alarms and codes, CCTV, and security patrols • Furniture and equipment maintenance and location • Recommendation of new purchases to Business Manager • BMS (building maintenance system) • Responsible for security and repairs re public use of school facilities
Property services are managed	<ul style="list-style-type: none"> • Ensures the 10-year maintenance plan is in place and updated annually • Ensures furniture and fittings replacement policy is in place and implemented • Implements an annual maintenance plan • Manage buildings and facility hire to external users • Assists with planning and monitoring of major projects • Ensures that property contracts are reviewed on a regular basis and quotes are competitive
Manage and develop property staff	<ul style="list-style-type: none"> • Help set goals and standards • Manage non-teaching staff performance (including performance appraisal) • Clarify accountability • Manage employment relations • Achieve and maintain legislative compliance • Ensure Health and Safety plan is followed
Health and safety requirements are met	<ul style="list-style-type: none"> • Ensures health and safety compliance requirements are up to date and carried out in relation to Support Staff Area

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