



Job Description

Position: Facilities and Project Manager

Reports To: Director of Business Operations and Risk

Department: Business Operations

Date Approved: December 2025

Position Purpose

The **Facilities and Project Manager** is responsible for the day-to-day management, maintenance, and improvement of the College's physical infrastructure, facilities and premises. This role ensures that all buildings, facilities, and resources are safe, functional, well-maintained, and aligned with the College's operational requirements and strategic objectives. The role also manages minor and major projects, including refurbishments, repairs, furniture or equipment upgrades, and projects aligned with the College's master plan to support long-term development and College growth. This position reports directly to the Director of Business Operations and Risk.

Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment that combines strong academic and wellbeing foundations with Christian values.

The College is a leading Christian P-12 school in the Newcastle region that has experienced growth in recent years with approximately 950 students and close to 150 members of staff.

The Facilities and Project Manager supervises the property team and works closely with the rest of the business operations team under the guidance of the Director of Business Operations and Risk. Acting as a key facilities in-charge, the role ensures compliance with health, safety, and regulatory standards, coordinates with contractors and service providers, manages budgets and resources efficiently, and contributes to the upkeep, maintenance and smooth functioning of the physical infrastructure and the premises of the College.

Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Spiritual Leadership	<p>Demonstrate a Christ-like example in the College ensuring that:</p> <ul style="list-style-type: none"> ● All activities are undertaken with a strong Christian commitment and focus, ● Christian servant leadership is exercised with staff, students, parents, and the wider community, ● Attend, as appropriate, events held by the College and the church. 	<p>Strategies and actions are aligned to the College's vision and mission.</p>
Facilities and Physical Infrastructure Management	<ul style="list-style-type: none"> ● Supervise the upkeep, maintenance, and functionality of all College premises, buildings, grounds, and physical infrastructure, including furniture, equipment, and utilities, buses. ● Develop, maintain, and implement a supervised maintenance schedule for the team to effectively deliver. ● Maintain and monitor all essential safety equipment, including fire hoses, emergency exits, and crisis response tools, ensuring they are fully functional and compliant with safety standards. ● Manage service contracts, inspections, and preventative maintenance programs for buildings, grounds, and infrastructure systems (electrical, plumbing, HVAC, etc.). 	<p>Facilities and equipment operate safely and efficiently; Maintenance schedules are adhered to; Minimal disruptions to College activities.</p>

	<ul style="list-style-type: none"> ● Maintain accurate records of property, equipment, and infrastructure maintenance schedules. ● Identify opportunities to improve the efficiency, longevity, and sustainability of the College's physical assets. 	
Compliance and Safety	<ul style="list-style-type: none"> ● Ensure all facilities comply with WHS, fire safety, building codes, and environmental regulations. ● Oversee and implement risk assessments, hazard management, and corrective actions. ● Ensure contractors and staff follow safety procedures on-site. 	<p>Safe work environments maintained;</p> <p>Incidents reported and mitigated;</p> <p>WHS standards embedded in operations.</p>
Capital Project Management	<ul style="list-style-type: none"> ● Plan, coordinate, and supervise minor and major projects including refurbishments, upgrades, and repairs or capital projects aligned to the College's master plan. ● Prepare project scopes, timelines, and budgets; liaise with contractors, suppliers, stakeholders and building committee (as instructed by the Director of Business Operations and Risk). ● Ensure projects are delivered on time, within budget, and meet quality standards. ● Conduct post-project evaluations and report outcomes to leadership. 	<p>Projects delivered to specification, on schedule, and within budget;</p> <p>Project risks effectively mitigated;</p> <p>Quality standards met with a report out.</p>
Asset Management	<ul style="list-style-type: none"> ● Maintain the College's asset register, monitor lifecycle and depreciation of assets, and develop plans for repair, servicing, replacement or upgrade. 	<p>Accurate asset records maintained;</p>

	<ul style="list-style-type: none"> This includes maintaining buses through regular servicing and fueling to ensure safe and reliable transport for students and staff, as well as managing and maintaining the equipment used for the upkeep of College property. 	<p>Assets are optimally utilised and lifecycle managed; Long-term planning in place.</p>
<p>Regulatory Compliance & Council Liaison</p>	<ul style="list-style-type: none"> Ensure compliance with building codes, local council regulations, WHS legislation, and other statutory requirements. Liaise with local council, regulatory bodies, and contractors as required. 	<p>All compliance obligations met; Approvals and permits obtained; Inspections passed; Strong professional relationships maintained with authorities.</p>
<p>Budgeting & Resource Management</p>	<p>Under the guidance of the Director of Business Operations and Risk-</p> <ul style="list-style-type: none"> Prepare and manage budgets for maintenance, repairs, and capital projects. Optimise resources and manage contractors/vendors effectively. Monitor and manage the facilities and maintenance budget, including procurement of goods and services. Optimise resource allocation for operational efficiency. Track expenditure and prepare reports for leadership. 	<p>Budgets adhered to; Cost efficiencies achieved; Contractors managed to meet timelines and standards.</p>
<p>Stakeholder Communication & Reporting</p>	<ul style="list-style-type: none"> Provide regular updates to the Director of Business Operations and Risk, school leadership, and other stakeholders. Collaborate with the Compliance and Staff Services Manager, Information Communications and Technology Manager, Property Supervisor on 	<p>Clear and timely reporting; Stakeholders informed and confident in project and facility management decisions.</p>

	overlapping priorities around WHS, compliance, security and related aspects.	Team collaboration
Continuous Improvement	<ul style="list-style-type: none"> ● Identify opportunities to enhance facilities, infrastructure, and processes. ● Drive initiatives that improve efficiency, sustainability, and value. 	Facilities and infrastructure improved over time; Process efficiencies implemented; Sustainable practices embedded.

Key Communications

Internal communications

- **Director of Business Operations and Risk:** to report to and seek strategic and/or operational advice and guidance for aspects under facilities, projects or business operations
- **Property and physical infrastructure team:** to supervise, instruct and mentor for the upkeep and maintenance of the College
- **Other Business Operations team:** to collaborate and consult with Compliance and Staff Services Manager, ICT Manager, Property Supervisor, broader IT and property teams, in-house WHS committee
- **Executive Leadership team:** to consult and discuss on broader College level matters, not limited to Operations
- **All Staff and students:** to communicate about safety and security guidelines, evacuation drills or any other instructions under Facilities, Maintenance and/or WHS.

External communications

- External vendors and contractors such as electricians, cleaners, plumbers, builders, fire safety consultants, and uniforms. OOSH, canteen vendors, etc.
- WHS auditors or consultants for WHS management within the College.
- Building committee, architects. town planners, council members for capital projects.
- Parents and families for communications on relevant topics, under the guidance of the Director of Business Operations and Risk.

Challenges

Prioritising and managing operational requirements across the spectrum of this role's responsibility based on the changing needs of the College may be a challenge; especially if the differentiation between long term, short term and immediate requirements is not identified. A strategic and proactive approach may help in this regard, with good project management expertise.

Decision Making

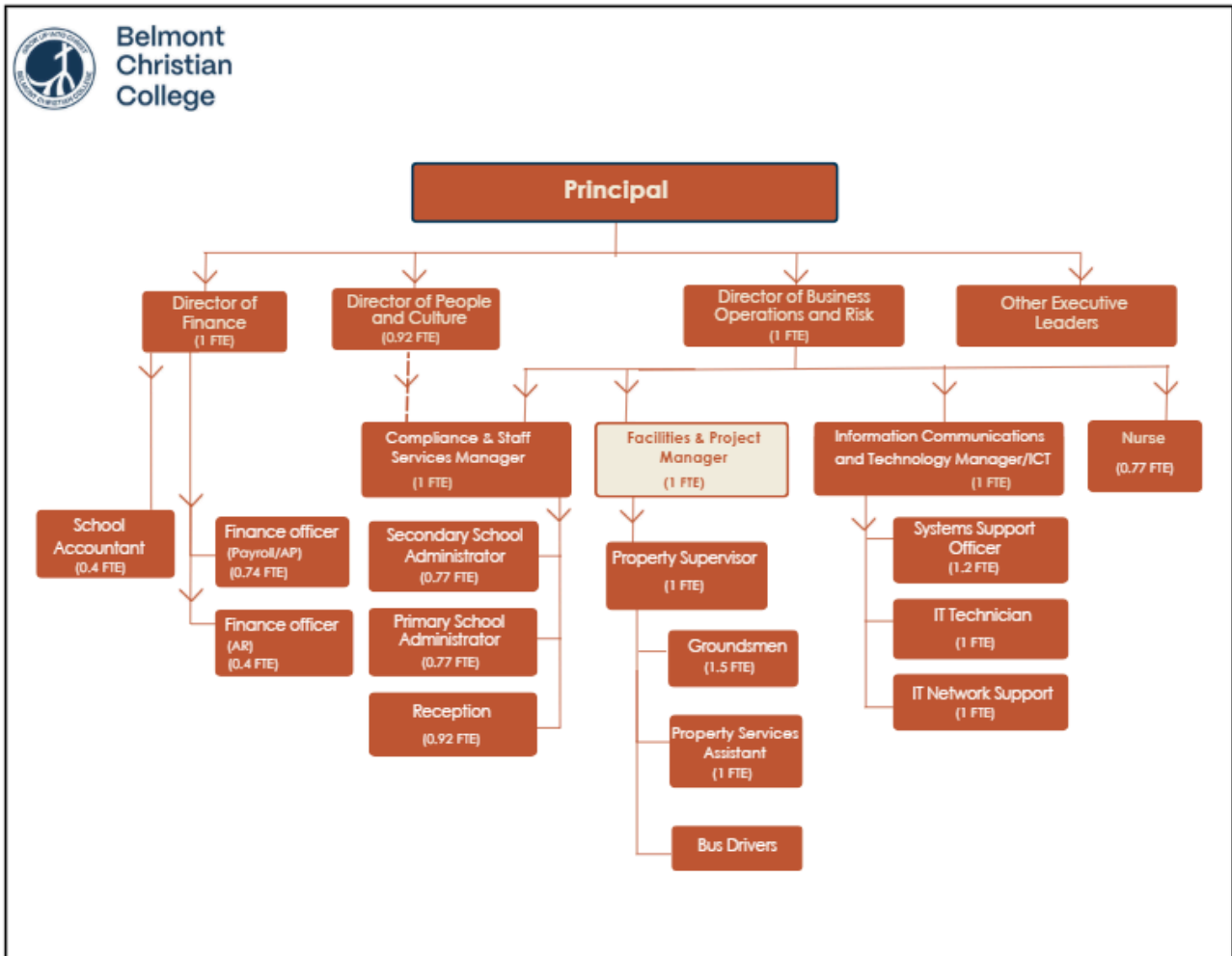
- Operating within the approved budget, the Facilities and Project Manager has operational decision-making authority over the day-to-day maintenance, upkeep, and minor refurbishment projects for College buildings, grounds, infrastructure, and equipment. This includes allocating tasks to the immediate property team and contractors, prioritising repairs, implementing WHS procedures, and ensuring compliance with safety standards.
- Strategic, high-budget, or high-risk decisions—including major projects, capital works, and master plan initiatives—are escalated to the Director of Business Operations & Risk for approval.
- The autonomous nature of this position relies on the direction and guidance from the Director of Business Operations and Risk.

Knowledge, Skills and Experience

1. Be a mature and committed Christian and belong to a Church community whose Statement of Belief/Doctrine is compatible with the College Statement of Faith.
2. Proven experience and knowledge in facilities management, project management, and asset management including planning, scheduling, and contractor management.
3. Qualifications, knowledge or experience in managing Work, Health & Safety aspects preferably in an educational or large-scale institution. WHS or OH&S (Occupational Health and Safety), Risk, or Safety-related qualifications (preferably).
4. Strong knowledge of building codes, council regulations, WHS, and statutory compliance.
5. Demonstrated budget management and resource optimisation experience.
6. Proficiency in using google tools (docs, sheets), Microsoft word and excel.
7. Preferably hold an MR licence for bus driving, or be willing to obtain one.
8. Ability to communicate, negotiate with teams and stakeholders; ability to lead and supervise teams and develop/contribute to the development and/or implementation of large capital projects.
9. Demonstrated skills in the following:
 - Project management,
 - Team leadership, mentoring and supervision,
 - Efficiency in operational skills
 - Prioritisation and time management
 - Working with people, presenting and communicating information.

10. Knowledge of and a deep commitment to child safety in an education setting.
11. Current Working with Children Check

Organisation Chart



Selection Criteria

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Signature

Incumbent name

Incumbent signature

Date