



## BRISBANE BOYS' COLLEGE

<b>Position Title</b>	Director of Facilities		
<b>Reporting to</b>	Director of Corporate Service		
<b>Department</b>	Corporate Services	<b>Sub Department</b>	Facilities and Maintenance
<b>Job Type</b>	Permanent/Full Time	<b>Hours per week</b>	38h
<b>Location</b>	Brisbane Boys College	<b>Last Review</b>	October 2025

Brisbane Boys College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

### Primary Objective

The Director of Facilities provides strategic and operational leadership across all aspects of the College's physical environment, including construction projects, facilities and grounds management, compliance, sustainability, and master plan delivery. The role is responsible for the planning, development, maintenance, and protection of the College's physical assets across all three campuses, ensuring they remain safe, compliant, functional, and aligned with the College's strategic objectives.

The Director oversees major capital works, contractors, and service providers (e.g., security, cleaning, energy, and grounds), while also leading the internal facilities team to achieve high performance. A key focus of the role is driving sustainability outcomes, monitoring energy consumption, and implementing strategies that advance the College's Environmental and Social Governance (ESG) goals.

### Key Responsibilities

#### Strategic Leadership & Planning

- Provide strategic direction for all facilities-related activities across the College's three sites, including construction, refurbishment, maintenance, compliance, and master planning.
- Develop long-term strategies for campus development, sustainability, energy management, and operational efficiency.
- Work closely with the Executive Team, Director of Corporate Services, and consultants to ensure projects align with the College's master plan and operational outcomes.
- Represent Facilities at Executive and Leadership team meetings as required.



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### Major Projects

- Act as the College's representative through all stages of project delivery across multiple campuses.
- Prepare detailed project briefs in consultation with user groups and design teams.
- Liaise with architects, consultants, and contractors to ensure project objectives are achieved.
- Oversee tendering, evaluation, and contract administration in collaboration with the Director of Corporate Services.
- Monitor project budgets, timelines, safety standards, and quality outcomes.
- Provide regular project updates to Executive and Governance bodies.

### Facilities & Grounds Management

- Oversee the management and maintenance of buildings, grounds, infrastructure, plant, and equipment **across all three campuses**.
- Ensure high-quality sporting surfaces, landscaped grounds, and aesthetic presentation of facilities.
- Develop preventative maintenance schedules, asset registers, and replacement programs for all physical assets.
- Plan and control seasonal and essential services maintenance, ensuring compliance with statutory and safety regulations.
- Administer contracts for grounds or landscape improvements and specialist services.

### Cleaning & Security

- Manage outsourced cleaning contracts across all sites, ensuring compliance with scope, safety, and performance requirements.
- Oversee security systems, personnel, and contractors, maintaining master key systems and ensuring appropriate access controls across campuses.
- Liaise with insurers, police, and other authorities regarding incidents of theft, damage, or security breaches.
- Ensure safe handling of chemicals, sprays, and substances in line with statutory requirements.

### Compliance, Risk & WHS

- Ensure College-wide compliance with relevant building codes, WHS legislation, Essential Services regulations, and statutory requirements across all campuses.
- Conduct risk assessments and implement measures to mitigate facilities-related risks.
- Oversee OH&S / WHS training, toolbox meetings, and ensure appropriate PPE and safety equipment is available.
- Maintain accurate compliance records, logs, and reporting processes.

### Sustainability & ESG Initiatives

- Monitor and analyse energy consumption across the three sites.
- Negotiate with service providers for cost-effective energy tariffs.
- Develop and implement strategies for reducing energy use, carbon footprint, and waste.
- Ensure sustainable practices are embedded in projects, procurement, and operations.

### Financial & Resource Management

- Prepare and manage annual facilities budgets (capital and recurrent), ensuring expenditure remains within approved limits.
- Oversee procurement, purchasing, and cost control of maintenance, equipment, and projects.



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- Identify opportunities for efficiencies while maintaining quality and safety standards.

### **Leadership & Team Management**

- Lead, mentor, and manage staff within Facilities, Grounds, and Maintenance teams across all campuses.
- Ensure appropriate staffing levels to meet operational demands at each site.
- Conduct performance appraisals, training, and professional development for staff.
- Foster a safe, collaborative, and high-performing workplace culture.

### **Skills and Capabilities**

- Strong leadership and strategic planning skills.
- Expertise in facilities, construction, and asset management.
- Strong knowledge of health and safety legislation, building codes, and compliance requirements.
- Contract negotiation and vendor management skills.
- Financial management and budgeting expertise.
- Ability to manage multiple projects and priorities across multiple sites.
- Excellent communication, stakeholder engagement, and report writing skills.
- Familiarity with environmental sustainability and ESG initiatives.
- Crisis and emergency response planning capability.

### **Qualifications and Experience**

- Tertiary qualification in Facilities Management, Engineering, or a related field, and Project Management.
- A minimum of 5-7 years of progressive experience in facilities management in a large, complex environment, with a focus on strategic planning, compliance, and project management.
- Proven experience in budget management and resource allocation.
- Knowledge of environmental regulations and sustainability best practices.
- Familiarity with emergency response and disaster recovery planning.

### **Mandatory requirements**

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children.

### **Other**

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.



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### **Signatures**

This job description has been approved by all levels of management.

Employee signature below constitutes employees understanding of the requirements essential functions and duties of this position.

Employee signature \_\_\_\_\_

Date \_\_\_\_\_