



MINARET COLLEGE

Islamic College of Melbourne South and East

EMPLOYMENT OPPORTUNITY AT MINARET COLLEGE

Assistant Manager - Facilities Planning

Minaret College is seeking an Assistant Manager - Facilities Planning to join the College located in the south east of Melbourne.

The successful applicant will be responsible for:

- Assisting in planning and implementation of master plan and refurbishment plans for College campuses.
- Providing facilities management services in particular the contracts administration, compliance and contractor management services with a focus on client, tenant and stakeholder engagement.
- All aspects of maintenance, planning and implementation including planned, reactive, deferral and compliance of building services.
- Occupational, health & safety inspections and rectification works associated with built environment.
- Sustainability, energy and environmental management.
- Provide input and expertise to the design of assets to ensure the maintenance requirements (eg cleaning, engineering services systems.) are addressed.

The successful candidate will possess:

- Degree in building services and minimum 5 years of facilities management experience preferably in large teaching and learning institution in Australia;
- Multiple Services contractor management & contract negotiation skills, schematic design for refurbishment projects & tender documentation experience;
- Risk management & Demonstrated awareness of Occupational Health and Safety regulations, Constructability review, Emergency management;
- Excellent understanding of the working of Building Code of Australia and Building Compliance issues including mandatory registration of services;
- Excellent communication skills both verbal and written and excellent interpersonal skills including the ability to liaise with a wide variety of people in an educational environment;
- Proven ability using industry standard MS Office applications and asset management systems.

The successful applicant will be expected to support the Islamic ethos of the College.

Please forward your resume and cover letter to: hr@minaret.vic.edu.au

Applications close: 23 March 2018

www.minaret.vic.edu.au

