



Guilford Young College

## Utility Officer

Limited Tenure (7.6 hours per fortnight, 0.1 FTE)

### Application Package

Applications Close:  
4.00pm, Friday 12 April 2024

Applicants are encouraged to Mr Matt Rhodes, Business Manager, if they have any other questions or queries regarding this vacancy on 6238 4333 or [mrhodes@gyc.tas.edu.au](mailto:mrhodes@gyc.tas.edu.au)

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[catholic.tas.edu.au](http://catholic.tas.edu.au)

# Application for Employment

|  |                             |
|--|-----------------------------|
| <b>Position:</b>                         | <i>Please select role/s</i> |
| <input type="checkbox"/> Utility Officer |                             |

|                |                                 |               |                                      |
|----------------|---------------------------------|---------------|--------------------------------------|
| Family Name    |                                 | Given Name(s) |                                      |
| Postal Address |                                 |               |                                      |
| Telephone:     | Work <input type="checkbox"/>   |               | Home <input type="checkbox"/>        |
|                | Mobile <input type="checkbox"/> |               | please tick preferred contact number |
| Email Address: |                                 |               |                                      |

**Educational Qualification** – Detail Highest Academic Qualification Awarded

|               |  |              |  |
|---------------|--|--------------|--|
| Qualification |  |              |  |
| Institution   |  | Year Awarded |  |

|  |  |  |
|--|--|--|
| Tasmanian Teacher Registration Number <i>(if applicable)</i>           |  |  |
| Catholic Education Accreditation Level Attained <i>(if applicable)</i> |  |  |
| Working with Vulnerable People check                                   |  |  |

**Referees**

|   |  |
|---|--|
| Please provide the names of three referees who are able to comment on your recent work experience and skills. |  |
| Name  |  |
| Postal Address  |  |
| Phone Number  |  |
| Email Address   |  |
| Name  |  |
| Postal Address  |  |
| Phone Number  |  |
| Email Address   |  |
| Name  |  |
| Postal Address  |  |
| Phone Number  |  |
| Email Address   |  |

|           |  |      |
|-----------|--|------|
| Signature |  | date |
|-----------|--|------|



## ROLE DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>Role title:</b>        | Maintenance/Grounds   |
| <b>Classification:</b>    | Utility, Level 2  |
| <b>School / College:</b>  | Guilford Young College  |
| <b>Is responsible to:</b> | Property Services Manager                                     |
| <b>Key relationships:</b> | Principal, Business Manager, Staff, Contractors, and Visitors |

## ROLE ACCOUNTABILITY

The Maintenance/Grounds position is accountable for undertaking general and routine grounds and/or maintenance work to ensure a clean, orderly, safe and instructionally supportive physical school environment that enables enhanced student learning outcomes.

The Maintenance/Grounds position is responsible to the Facilities Manager but works with general direction and routine supervision of the Business Manager and will respond to various requests from senior staff within the College

## KEY RESULT AREAS

### Facility Maintenance

- Prioritise and complete allocated work plan in accordance with school requirements.
- Listen and respond appropriately to routine enquiries and escalate when required.
- Assist with cleaning and repairs as a result of student accidents; extreme weather; or acts of vandalism.
- Maintain hand and power tools and equipment to ensure they are safe.
- Follow chemical usage and storage procedures.
- Move items of furniture and classroom supplies around the School.
- Mark lines on school ovals/grounds for sporting events.
- Set up furniture and equipment for sporting and special events at the School as required.
- Complete daily security routines (unlocking and locking buildings) and safety inspections of school grounds and equipment.
- Promote a positive image of the school in all interactions.
- Support other teams during peak loads.
- Assist with cleaning and repairs as a result of student accidents; extreme weather; or acts of vandalism.
- Isolate malfunctioning equipment and report incident using School procedures.
- Follow chemical usage and storage procedures and when required, mix chemicals following manufacturer and organisational standards.

### **Team effectiveness and collaboration**

- Support all staff to deliver effective student outcomes through the consistent presentation of well-appointed school grounds and classroom spaces.
- Work collaboratively with other members of the College community,
- Develop positive relationships with colleagues and other members of the College community to enhance student outcomes.
- Maintain constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management or senior staff.

### **Personal effectiveness**

- Demonstrate integrity and meet the standards of conduct expected.
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Actively participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from line manager to improve knowledge and practice.

### **Resources and organisation**

- Plan and organise workflow to accomplish established objectives.
- Ensure all College equipment is used in the manner directed and subjected to regular routine maintenance or general upkeep.
- Consider the environment and minimise waste.

### **Safety and compliance**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace; and
  - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Use and maintain required personal protective equipment (PPE) that is worn when undertaking tasks and activities e.g. hearing and sight protection.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

### **PERSONAL CAPABILITIES**

- Demonstrated professional integrity
- Work collegially and in a team environment
- Communicate effectively with a range of people from differing levels / backgrounds
- Coordinate routine activities, set priorities and deliver tasks on time
- Perform effectively in an environment with competing demands
- Apply literacy and numeracy skills effectively
- Act with due care and diligence
- Demonstrated reliability, dependability, flexibility and adaptability
- Work independently with minimal supervision
- Use initiative to resolve problems in a constructive manner
- Relevant experience working with hand and power tools and equipment

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Current Tasmanian vehicle driver licence

### **Desirable**

- Demonstrated experience in a repair or maintenance role
- Knowledge of manual handling practices
- Knowledge of chemical safety and storage.
- Working at heights, confined spaces, forklift license, medium rigid license, testing and tagging or other trade certificates could be utilised and an advantage in the fulfillment of this role.

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The Maintenance/Grounds position works indoors and outside and will be exposed to very hot or cold temperatures depending on the season. The Maintenance/Grounds position will be exposed to UV, dust, fumes, odours and noisy and crowded environments. The Maintenance/Grounds position may be required to work at heights from time to time. Duties will involve frequent standing, sitting, walking, bending, stooping, kneeling, twisting, crawling, reaching, climbing, balancing, lifting, pulling, pushing and carrying. Correct manual handling techniques must be used at all times. The Maintenance/Grounds position will use a variety of power tools, equipment and chemicals and is required to use personal protective equipment as appropriate. Good vision, hearing and olfactory senses, and manual dexterity are required for operation of mechanical tools and equipment.

## Additional Position Information

|                               |   |
|-------------------------------|---|
| <b>Start Date:</b>            | 29 <sup>th</sup> April 2024 – 20 <sup>th</sup> December 2024  |
| <b>Tenure:</b>                | Residual of 2024 College year.  |
| <b>Location:</b>              | Guilford Young College (Barrack Street Hobart <i>or</i> Bowden Street Glenorchy Campuses as required) |
| <b>Hours of Work:</b>         | 7:30am – 4:00pm: 1 day per fortnight (flexible), 0.1 FTE  |
| <b>Employment Conditions:</b> | As per the Tasmanian Catholic Education Single Enterprise Agreement 2018                              |
| <b>Remuneration:</b>          | Hourly Rate \$27.56 plus Superannuation 11%, 11.5% from 1 July 2024.                                  |

## Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter (no more than one page) stating the reasons you are seeking the position and what you can bring to the role.
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Include any other relevant information you wish to submit

Applications are to be addressed to Ms Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm Friday 12 April 2024 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)

Upon receipt of an application, you will receive a confirmation of receipt via email.

If you have any further queries regarding your application please do not hesitate to contact the college on 6249 4333 or email [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)