



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

MT BINGA MAINTENANCE OFFICER

POSITION TITLE:	Mt Binga Maintenance Officer
SUB SCHOOL:	Mt Binga Outdoor Education Centre, Googa Creek
LINE MANAGER:	Principal
REPORTS TO:	Head of Mt Binga
SALARY AND CONDITIONS:	Level 3 of Schedule 13 as per Lutheran Schools Enterprise Agreement
COMMENCEMENT DATE:	July 2022
TENURE:	Part-time (0.6 FTE)

Dimensions of Position

Mt Binga Outdoor Education Centre is situated to the south of Blackbutt in Southern Queensland. The Centre is a former logging camp and is now wholly owned and operated by the Lutheran Church of Australia Qld District. Immanuel Lutheran College has managerial rights over the site and management is carried out by the Immanuel Lutheran College Council through the Principal of the College.

A team of staff, under the guidance of the Head of Mt Binga, provide Outdoor Education programs and support services to students who use the Centre.

In the first term of each year, Year 10 students from Immanuel Lutheran College spend a block period of time (approx. four weeks) in the camping and outdoor education environment. Programs include, horse riding, farm activities, hiking and camping, along with many other activities in line with the focus of the Centre.

It is expected that staff members will be fully supportive of the Mission Statement of the School and thus be comfortable with the vision that enables students to grow through the block experience.

During the remainder of the year, Mt Binga runs Outdoor Education experiences for the students of various other Lutheran Colleges and organisations.

Position Objectives:

The Maintenance Officer will:

- assist the Principal in fulfilling the aims and purposes of Immanuel Lutheran College, supporting the philosophy and ethos of the College;
- be actively involved with the spiritual life of the Centre and will be able to show leadership to students and fellow staff members;
- be able to work with school age students and will have the ability to make judgements based upon duty of care, hygiene, cleanliness and Workplace Health and Safety guideline;
- be expected to have a positive attitude, clear communication skills and be able to work in a team environment;
- assist and facilitate in activities as per the program and be rostered to supervise and manage hours outside of the normal program time; and
- ensure that student and staff safety are the highest priority on all Outdoor Education activities, through the design, documentation and implementation.

Expectations and Responsibilities:

The following responsibilities and accountabilities will be undertaken by the Maintenance Officer with the support of, and in collaboration with, other relevant staff.

1. to uphold and support the Christian ethos of the College and Centre
2. ensure that activities comply with all relevant internal and external policies, procedures and reporting requirements;
3. follow the necessary practices and procedures that promote and instil pride in the College and respect for people and property;
4. possess a current Suitability 'Blue' Card from the Commission for Children and Young People and Child Guardian for working with children;
5. hold a current Senior First Aid qualification or equivalent;
6. be willing to give out of hours service to this position as required; and
7. perform such other duties as the Principal (or delegate) may assign from time to time.

GENERAL RESPONSIBILITIES

1. Work under the direction of the Head of Mt Binga who is responsible for all aspects of use, development and maintenance of the centre;
2. Support the Lutheran Ethos and Spiritual life of the centre through personal conduct and by exploring opportunities to integrate faith and program experiences;
3. Diligently monitor the wellbeing and welfare of students, visiting staff and other clients;
4. Respond promptly to student/client needs, safety concerns and programming requirements by following procedures and/or referring to senior staff;
5. Be consistently mindful of goals and objectives when delivering program;
6. Show initiative in using 'teachable moments' to enhance learning and enrich experiences;
7. Co-operate and communicate with other staff to ensure the smooth operation of the Centre;
8. Display a positive work ethic by showing initiative and being prepared to lead by example which will include being prepared to do what students are expected to do;
9. Explore relevant opportunities for professional development and to be innovative in delivering program outcomes;
10. Be prepared to support principles of minimal environmental impact and LNT (Leave No Trace);
11. Monitor & report Workplace Health and Safety issues;
12. Provide written reports to Head of Mt Binga as required;
13. Undertake additional training according to the Lutheran EBA;
14. Be willing to perform tasks necessary to the ongoing operation of the Centre, within the scope of personal expertise and training, including but not limited to: care and maintenance of equipment, care of animals, maintenance of equipment and activities and cleaning;
15. Take responsibility for first aid currency and administering first aid to clients and staff;

SPECIFIC DUTIES

1. Oversee the general grounds and facilities maintenance across the Mt Binga Campus.
2. Maintain equipment as per the facilities management plan and ensure records are kept.
3. Prioritise general maintenance in accordance with the maintenance book and/or practical and safety considerations.
4. Oversee gas, fuel, oil and chemical use and storage.
5. Maintain currency of MSDS's and Chemical register.
6. Check and maintain campsite and Mt Binga owned residential smoke alarms in accordance with schedules.
7. Check and maintain water supply, pumps and filtration system.
8. Train and assess staff in the use of yard maintenance equipment and workshop tools.
9. Assist in job and project days with students.
10. Participate in the care and management of the Mt Binga animals. This may include but not limited to feeding, milking, dispensing and scheduling medication, ordering feed and liaising with the vet etc.
11. Any other duties as required by the Head of Mt Binga.

Equity principles underpin all College policies and procedures. The College is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

Hours of Duty:

Working hours to be negotiated to suit College requirements (flexible working hours required).

Additional Information

A performance review will take place during the contract

Six months before the end of the appointment, the Principal and the incumbent will enter negotiations regarding the arrangements applying at the expiry of the appointment

In accordance with Schedule 13 of the current Lutheran Education Queensland Enterprise Agreement which in part states: *6.3.2: After the completion of an appointment, the Principal may at his/her discretion advertise the position.*

This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

Selection Criteria

Skills, Experience and Qualifications necessary for this position include:

- Current Suitability Card (Blue Card) from the Commission for Children and Young People and Child Guardian for working with children;
- Senior First Aid qualification or equivalent
- Driver's license (manual preferred)
- Chainsaw Accreditation
- A demonstrated ability to relate the Gospel message to the advertised role and encourage a spirit of Christian care amongst staff and students
- Demonstrated effective skills in administration, interpersonal relations, planning and programming
- Adaptable and flexible
- Demonstrated ability to lead teams and effect change within an organisation
- Ability to analyse problems and formulate clear and effective solutions
- Superior organisational ability and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks
- Relevant or related experience at a similar position
- Demonstrated ability to relate effectively to a diverse range of staff and students