POSITION DESCRIPTION

Position	**PROPERTY AND FACILITIES COORDINATOR**
Location	Kensington, SA
Region	CentreWest
Reports to	Regional Leader
Direct Reports	None
Employment Type/Term	Permanent part-time, 30 hours per week
Date	November 2026

ORGANISATIONAL CONTEXT:

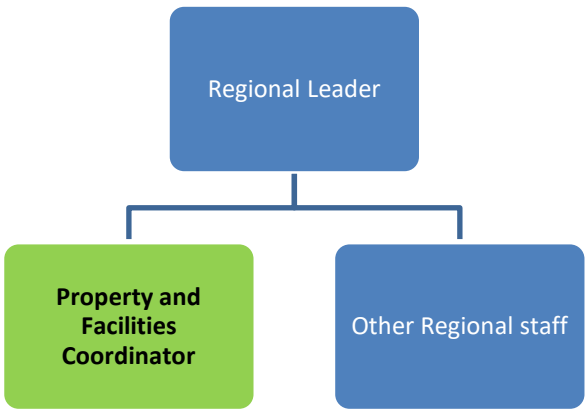
The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God's mission by immersing themselves in the midst of life to empower others and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leadership Team. The Congregation's Leadership team is assisted in its administration by the Central Administration Services (CAS) team.

The Sisters in the CentreWest have lived in South Australia since the foundation of the Congregation in Penola in 1866. In 1887, they arrived in Northampton, Western Australia and the Kimberley in 1964. Since 1989 the Sisters have been living in different places in the Northern Territory – from Daly River to Darwin as well as Timor-Leste.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART



BASIC ROLE PURPOSE:

The role is responsible for ensuring SA buildings, grounds, equipment and facilities remain safe, functional, compliant and well presented. The role involves preventative maintenance. repairs, and contractor oversight.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Property and Facilities Coordinator is required to meet the following key accountabilities:

1.0 Ethos and Mission

1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
1.4 Actively support the Sisters of Saint Joseph and their Mission.
1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the Congregational Administration Services team and regional offices.
1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

The responsibilities of this position include but are not limited to:

2.1 Oversee reactive and proactive maintenance of properties and facilities.
2.2 Respond promptly to urgent maintenance issues such as water leaks, power failures, storm damage, security incidents and equipment breakdowns.
2.3 Carry out minor repairs and maintenance.
2.4 Coordinate tradespeople for major repairs including electrical, plumbing, carpentry, painting, lock replacement, furniture repairs and plastering.
2.5 Supervise external contractors, obtain quotes, verify work quality, ensure contractors comply with safety and other organisational requirements (safeguarding, insurance) and monitor maintenance contracts/pricing/schedules.
2.6 Manage list of maintenance requests and action requests in consultation with the Property Committee.
2.7 Ensure that maintenance records are kept.
2.8 Conduct regular workplace safety inspections, identify hazards and report risks, ensure compliance with WHS/fire safety/building codes/accessibility standards and maintain emergency exits and safety equipment.
2.9 inspect and maintain air conditioning systems, heating systems, lighting, pumps, generators, kitchen equipment, laundry equipment, security systems, building roofs, doors and windows.
2.10 Assist with planned upgrades of buildings to support the future needs of the sisters.
2.11 Report against the property and maintenance budget in consultation with the Finance Officer and/or Property Committee.
2.12 Assist with movements in and out of properties.
2.13 Manage the upkeep of cemetery grounds and graves ensuring that areas are tidy prior to burials.
2.14 Arrange new head stones, as required.

3.0 Values

3.1 Actively contribute to team meetings.

3.2 Contribute to effective communication within the Region and OneCAS.

3.3 Demonstrate loyalty to professional colleagues.

3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.

3.5 Actively demonstrate behaviours consistent with the SPIRIT values (Supportive, Positive, Inclusive, Respect, Integrity and Trust).

4.0 Quality Administration

In consultation with the Regional Leader or Property Committee:

4.1 Establish and maintain performance standards for relevant administrative functions.

4.2 Respond to customer feedback on improving processes and procedures.

4.3 Maintain administrative accuracy and due attention to detail.

5.0 Professional Development

5.1 Evaluate personal and professional performance and undertake personal and professional development activities.

5.2 Participate in the performance review/feedback process.

6.0 Work Health and Safety (WHS)

6.1 Maintain duty of care of own health and safety and all others in the workplace.

6.2 Comply with workplace WHS policies, procedures and protocols.

6.3 Report workplace hazards and risks to employer.

6.4 Undertake WHS training as required.

7.0 Other

7.1 Engage in other duties commensurate with skills and experience and within the scope of this role.

7.2 Follow legal requirements and Congregational policies and procedures.

8.0 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission.
2. Role responsibilities	Evidence of successful completion of property tasks, including timely property transactions, regular inspections, effective maintenance, and accurate contract management, with positive feedback from Sisters and other stakeholders.
3. Customer service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.

4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and regions.
5. Quality administration	Evidence of timely and accurate documentation and records.
6. Professional development	Evidence of engagement in appropriate professional development and application to role.

9.0 Qualifications, experience and competencies

9.1 Completed trade qualification with a minimum of 5 years' work experience in a similar role or a combination of equivalent training and work experience.

9.2 Demonstrated understanding of WHS matters to ensure duty of care to self and others.

9.3 Excellent time management skills.

9.4 Ability to work independently and as part of a team.

9.5 Ability to interact effectively with people from diverse backgrounds and skills set.

9.6 A valid driver's license.

9.7 Ability to travel within the Adelaide region.

Incumbents in this position will be required to consent to a Working with Vulnerable Adults Check in line with our Compliance Check Policy and be vaccinated as per our Vaccinations Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

P. Morgan

Sr Pauline Morgan

4/11/2026

Date