POSITION DESCRIPTION

POSITION:	Physical Resources Manager
RESPONSIBLE TO:	Assistant to the Board of Trustees
FUNCTIONAL RELATIONSHIPS WITH:	Student Support Manager Residential Manager Maintenance Staff All IPU New Zealand staff and students External contractors, and suppliers.
OTHER POSITIONS REPORTING TO THIS POSITION:	Maintenance Staff Contractors Suppliers

PURPOSE OF THIS POSITION

1. To ensure the maintenance of a high quality physical environment for all IPU New Zealand stakeholders with regard to health, safety, and functioning of buildings, equipment and support services.
2. To manage required maintenance works, and oversee the coordination of the maintenance of Institute properties and equipment.

WORKING HOURS

1. The position is fixed term, full time position.
2. Scheduled work may include on-call evening and weekend hours.
3. Normal work hours are 8.30am – 5.00pm although these can be negotiated.

PERSON SPECIFICATIONS

1. Practiced at preparing and implementing maintenance plans.
2. Experienced in overseeing maintenance, security, and cleaning teams.
3. Experienced in building statutory compliance and security services.
4. Ability to manage a team of staff (including contractors and suppliers).
5. Monitor and maintain Health and Safety requirements for the Institute
6. An appropriate qualification/licence(s) or trade
7. Health and Safety qualification is preferred.
8. Possess current driver’s licence.
9. Be physically fit and able to handle a busy environment.
10. Positive and enthusiastic attitude to staff and students.
11. Cultural sensitivity in a multi-cultural environment.
12. Able to problem solve quickly while producing satisfactory, quality output.

KEY ACCOUNTABILITIES / TASKS

Key Tasks	Outputs
1. Manage the provision of Maintenance, Cleaning, and Security Services on campus.	Campus facilities, security systems, and grounds are well maintained. Maintenance is undertaken in a proactive manner and on a timely basis. Buildings are clean and well presented, and services are delivered well to minimise risk to all.
2. Manage physical resources team of staff (including contractors and suppliers)	Performance of physical resources staff, contractors and suppliers is monitored and encouraged, including health and safety practices.
3. Prepare and manage the necessary administration, assessments, process reviews, and cost appraisals.	Report to the Assistant to the Board of Trustees on man-hours, costs, projects, saving initiatives and issues on a regular basis.
4. Ensure compliance with systems/building checks per the Building Act.	All statutory compliance is up to date and complied with, to mitigate risk to the Institute.
5. Prepare and oversee maintenance plans for Institute property, and upon approval from the Assistant to the Board of Trustees, implement the approved maintenance schedule and plans.	Long and shorter term maintenance plans are written and implemented in a timely manner.
6. Oversee minor building projects in-house.	Minor projects are undertaken 'in-house' in a timely manner, and to a high standard.
7. Monitor and maintain Health and Safety requirements for the Institute	Health and Safety requirements for the Institute are followed, reviewed, and maintained regularly. Must be up to date with knowledge of current health and safety legislation, and its requirements.
8. Assist with wider Institute events.	Assist with Institute activities as requested, such as the physical resourcing needs of Commencement and Graduation ceremonies, Orientation, Open Campus, and the International Spring Festival.
9. Undertake additional duties or tasks as specified from time to time by the Assistant to the Board of Trustees and/or Student Support Manager.	Relevant additional duties are appropriately undertaken.
10. Undertake personal commitment to health and safety work practices and beliefs.	This includes the following: Shares the responsibility to maintain a safe and healthy workplace in order to prevent harm to themselves and to others. Complies and carries out work-related activities in accordance with health and safety procedures and guidelines. Wears appropriate protective clothing and equipment as required for activities. Immediately reports all hazards, accidents and incidents to the supervisor / line manager and

	completes reporting procedure through IPU New Zealand's reporting system. Becomes familiar with and follows emergency procedures and provides appropriate assistance to others. Supports IPU New Zealand's commitment to health and safety for colleagues and students. Provides input to the Health and Safety Committee as appropriate. Does not walk past health and safety infractions. Participates in health and safety training. Contributes to hazard identification. Monitors the performance of Contractors in accordance with the IPU New Zealand Health and Safety Manual.