



POSITION DESCRIPTION

Directorate: Education

Position Number: P64719

Branch: School Improvement

Classification: SOGC

Business Unit: Wanniasa School

Location: Wanniasa

Position Title: Director Safety and Operations

Last Reviewed: May 2026

Position Requirements: Working with Vulnerable People Card (WWVP) registration, Drivers licence class C, Asbestos Awareness and Crystalline Silica Exposure Training are mandatory requirement of this role and must be completed prior to or on commencement.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours [Values and Signature Behaviour - ACTPS Employment Portal](#)

DIRECTORATE OVERVIEW

The [ACT Education Directorate](#) (Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 90 public schools, comprising:

- 52 preschool to year 6 schools (including four Koori preschools);
- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around four divisions: School Improvement Division; System Policy and Reform; Safety and Operations Division and Service Delivery and Design. The Directorate employs approximately 7,050 staff including 4,211 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

SCHOOL OVERVIEW

Wanniassa School is a small vibrant P–10 school operating across two campuses; Junior Campus P–6 and Senior Campus 7–10. The staff have a strong sense of identity and a shared commitment to supporting every student to learn, grow and experience success. Our work is guided by the values of teamwork, a focus on improvement, and inclusion. We value people who support others, share practice, strive for excellence and help create a school environment where everyone feels welcome and respected.

POSITION OVERVIEW

Director Safety and Operations is a key member of the school leadership team, responsible for work health and safety and across both school sites including compliance and reporting. The position manages the building and facilities and leads the Building Services team. The position is accountable to the Principal and the ACT Education Directorate in meeting all relevant legislative requirements.

The Director Safety and Operations ensures the school is a safe, well-maintained and positive environment where students love to learn. Working closely with the campus deputies, this role plays an integral part in the day-to-day operations of the school, critical incident and emergency management procedures and reporting. The Director serves as the school's lead advisor on safe operations and risk mitigation, supporting team leaders and specialist staff to maintain safe and compliant learning spaces for students.

The successful candidate will bring a proven track record across work health and safety, risk management, facilities and infrastructure management, procurement and contract administration, governance and compliance. They will advise the Principal on all aspects of facilities management, overseeing a physical

asset of significant scale and value — managing everything from day-to-day maintenance and the school maintenance program through to minor works, coordinating major infrastructure projects and contract management. They will bring strong practical project management skills, ensuring infrastructure projects and the school maintenance program are delivered on time and within budget, with risks identified and managed proactively. They will hold primary responsibility for developing and leading the school's emergency management framework, including evacuation, lockdown and other critical incident procedures, ensuring the school community is prepared, compliant and able to respond effectively at all times.

The ideal candidate will demonstrate both hands-on facilities management expertise and strong people leadership skills. They will have exceptional communication and liaison skills, the ability to prioritise and manage workflows in alignment with Directorate policies, and proven expertise in safe workplace practices, compliance and building management. They will understand the dynamic nature of school environments and bring the leadership, flexibility and collaborative spirit needed to enhance overall school effectiveness and success.

WHAT YOU WILL DO

The Director Safety and Operations plays a critical role in creating and maintaining the conditions that allow Wanniasa School to thrive. Responsible for work health and safety, and functionality of the school's physical environment and emergency management across both school sites.

- Engage and collaborate as a key member of the leadership team, providing advice to the Principal on facilities and operations that support strategic objectives of the school's improvement agenda, and then implementing agreed approaches with fidelity
- Lead and manage the Building Services team with a genuine interest in working shoulder to shoulder during periods of peak activity to deliver operational and technical support to the school community, including setting priorities, maintaining team cohesion and ensuring quality outputs
- Serve as the school's lead advisor on safe operations, supporting team leaders and specialist staff — including science laboratory technicians, IT officer and wood/metalwork assistants — to maintain safe and compliant work environments across all areas of the school
- Design, implement and lead the school's emergency management framework, including evacuation, lockdown and critical incident procedures, ensuring the school community is prepared, compliant and able to respond effectively at all times
- Lead the school's compliance, risk and compliance obligations, proactively identifying and managing risks across all aspects of school operations, working with the leadership team to develop mitigation strategies, prepare risk assessments and audits, and ensure WHS compliance across all areas of the school
- Develop and manage annual building and facilities budgets, lead sustainability initiatives appropriate to each campus and strategically manage hire and licence agreements, identifying opportunities for new revenue streams
- Plan and implement building projects including submissions, procurement and contract
- Provide excellent customer service and communicate, liaise, negotiate and influence across a diverse range of staff and stakeholders, including preparing complex documentation
- Demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity, diversity and WHS principles and practices.

- Work within relevant legislative, policy and regulatory frameworks including ACT Government Enterprise Agreements and the ACTPS Code of Conduct, modelling behaviour consistent with the ACTPS Respect, Equity and Diversity framework
- Other duties as directed by the principal.

WHAT YOU REQUIRE

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Proven expertise in work health and safety, risk management and compliance, including the ability to design and implement WHS frameworks, emergency management procedures and risk mitigation strategies across a multi-site environment.
- Established experience in facilities and infrastructure management, including the ability to plan, coordinate and oversee building maintenance programs, minor and major works, and manage procurement and contracts within budget.
- Proven ability to lead a high-performing technical team by example, bringing sufficient hands-on expertise to teach, coach and build staff capability, while also managing operational delivery, setting priorities, maintaining team cohesion and ensuring quality outputs are delivered on time and within budget.

Behavioural Capabilities

- Exceptional communication, liaison and interpersonal skills, including the ability to provide outstanding customer service and negotiate with and influence a diverse range of staff and stakeholders.
- Well-developed organisational skills and attention to detail, including the ability to manage multiple complex tasks, balance competing priorities and consistently meet operational deadlines.
- Proven ability to make sound decisions within WHS and compliance frameworks and provide strategic advice and practical recommendations in complex and sensitive regulatory matters, facilities, safety and operations that support the school improvement agenda and lead to improved outcomes for students.
- A genuine commitment to professionalism and continuous improvement in line with the ACT Government values of Respect, Integrity, Collaboration and Innovation, including the ability to consult and negotiate on sensitive WHS matters.

Compliance Requirements / Qualifications

- This position requires a Working with Vulnerable People (WWVP) registration.
- Drivers licence class C
- Mandatory Training: Evidence of completion of training delivered by a Registered Training Organisation is required prior commencement;
 - Asbestos Awareness Training
 - Crystalline Silica Exposure Training
 - White Card
- A pre-employment medical clearance is required prior to commencement. This assessment is at the cost of the Directorate and not the applicant. If/when a request for registration is in the final stages of

completion, contact will be made with the applicant to organise the medical assessment.

- Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirables

- Drivers licence Medium Rigid (MR)
- Qualification or equivalent in an industry recognised trade, Project or Contract Management,
- Experience 3+ years in a facilities management or building-related role and qualifications and/or relevant experience.
- Knowledge of contract and/or project management
- Knowledge of Work Health and Safety including risk management practices and procedures.
- Knowledge of Microsoft Office packages and Google Suite,
- First Aid qualification or a willingness to undertake appropriate training.

Other information

Working in a School Setting Duty of Care

The legal duty of care requires that all staff should take all reasonable measures to ensure the safety of any student. Whilst administrative and related classifications do not have the same level of duty of care as teachers, all staff are required to take reasonable steps to protect students against risks of injury that could have reasonably been foreseen.

The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could have reasonably been foreseen. The level of duty of care for administrative and related classifications will depend on the individual role and the arrangements put in place by the principal.

All administrative and related classifications are responsible for providing basic physical and emotional care for students. This may include activities such as toileting, assisting with meals and lifting of students and/or the provision of support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary depending on the role, individual student needs and the working environment.

Extra curricular activities

Administrative and related classifications in schools may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions, overnight camps and when transporting students to other campuses or facilities.

These school activities may be in addition or in lieu of their ordinary hours of work. In these circumstances, participation requirements are by agreement with the principal, administrative and related classifications may be granted flex or overtime in accordance with the enterprise agreement.

The degree of responsibility for these activities will vary dependant on school and student need and environment.

Mandatory reporting requirements

Administrative and related classifications in schools also have an additional responsibility for the care and protection of students. *The Children's and Young People Act 2008* (the Act) identifies certain persons, including teachers and public servants who in the course of their employment works with or provides services to children and young people, as mandatory reporters.

A mandatory reporter must notify Care and Protection Services when they believe, on reasonable grounds, that a child or young person has experienced, or is experiencing, sexual abuse and/or non-accidental physical injury.

Reportable conduct

The ACT Reportable Conduct Scheme is an employment based child protection measure designed to ensure that allegations and convictions against employees, related to abuse and misconduct against children, are identified and acted on appropriately. The Scheme was developed in response to the Royal Commission into Institutional Responses into Child Sexual Abuse and mirrors the NSW system, which has proven to be an effective and successful model.

The ACT Education Directorate is considered a 'designated entity' under the scheme and as such is required to report allegations, offences or convictions relating to child abuse or child-related misconduct by an employee, to the ACT Ombudsman. For the purposes of the scheme, a child is classified as a person under 18 years old.