



### Job Description

Title	Properties and Facilities Officer
Incumbent Name	
School/Department	Property and Campus Management Department (PCMD)
Grade	Band 3
Category	Support Services
Reports to	Manager PCMD and Dean FEH
Location/Campus	Panatina Campus
Direct reports	Manager PCMD

### Summary of Duties

To coordinate and manage grounds upkeep and beautification and ensuring that properties and facilities of the University especially the FEH Complex at Panatina Campus are effectively used, cleaned and maintained at all times.

### Main Duties and Responsibilities

Key tasks	<p>Administration</p> <ul style="list-style-type: none"> <li>Responsible for the management of all grounds works inclusive of brushing landscaping and beautification, properties and facilities management within SINU campuses</li> <li>Create relevant guidelines and standard operating procedures for use of the facilities in consultation with Manager Properties and Dean FEH.</li> <li>Supervise subordinate staff (if any) and prepare reports on staff performance,</li> <li>Prepare grounds, properties and facilities reports on regular basis and submit monthly reports to Property Manager,</li> <li>Effective management of all data and records relating to grounds, facilities and properties at the Panatina Campus</li> <li>Report any faults in the facilities and properties to the property Maintenance Team</li> <li>Carry out any other duties that the Property Manager may direct from time to time.</li> </ul>
Dimensions	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>To contribute fully in resolving grounds, facilities and properties issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to the overall management of the physical environment at Panatina Campus</li> <li>• To alert the Property Manager or Dean FEH on any grounds, facilities and properties issues that needs management attention</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• To balance the competing pressures knowledge transfer, Technical demands and deadlines.</li> <li>• To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).</li> <li>• To engage in continuous professional development.</li> </ul> <p><b>Decision making Authority</b></p> <ul style="list-style-type: none"> <li>• Provision of relevant advice to Manager Properties on all grounds, facilities and properties related issues</li> <li>• Make decisions on use of certain facilities for hire in consultation with Manager BICS.</li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>• Panatina Grounds is well maintained, Landscaped and beautified and all facilities and properties are functional, clean and well maintained especially the vicinity of the FEH Complex.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>
Qualifications required	Relevant Advanced Diploma with 2 years post Advanced Diploma relevant work experience OR relevant Diploma with 3 years post Diploma relevant work experience OR Relevant Certificate with 5 years relevant work experience.
Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Have dealt with or have involved in managing grounds, facilities and properties or similar context.</li> <li>• Have a clear police record</li> <li>• Must be physically fit with a clear medical report</li> <li>• Good written and communication skills</li> <li>• Have good report writing skills</li> <li>• Computer Literate</li> </ul>
Any other relevant information	A valid Solomon Islands Driver's License is desirable but not necessary

Most frequent Contacts	Manager PCMD Dean Faculty of Education and Humanities Property Section Staff Students Public and University Community
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