

Position Description

POSITION DETAILS

Position Title	Head of Asset Management
Functional Unit	Property/Planning and Infrastructure
Nominated Supervisor	Chief Planning and Infrastructure Officer
Relevant Industrial Instrument	Common Law
Date of Review	14 April 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Inclusion - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

The Head of Asset Management is responsible for leading the Asset Management Team to deliver high-quality facility management and maintenance across DOSCEL schools and offices. This includes ensuring that all school assets are maintained to support contemporary learning and teaching practices, optimising government funding, and aligning with the Catholic Church's mission in DOSCEL. The role is accountable for implementation of asset management strategies, policies, processes, practices and systems that deliver high quality services and optimise value from the asset portfolio, in line with DOSCEL's objectives.

The role involves extensive collaboration with internal and external stakeholders to enhance facility operations and support educational outcomes. It involves overseeing internal staff, contract, and contractor management, essential service, and statutory compliance, planned and reactive maintenance, integrations of new developments, project management, operational budgeting, and procurement and tendering arrangements.

The role will be a champion of change and required to build out DOSCEL's asset management system capabilities to deliver DOSCEL's improved asset management operating model. This includes leading the recruitment of DOSCEL asset management workforce and establishing key system plans and processes, in particular the interface between DOSCEL asset management and the wider DOSCEL organisation.

The purpose is to establish a service that goes beyond mere compliance, setting the standard for excellence. This entails meeting all accreditation and legislative standards required within this work environment, while also providing innovative strategic leadership. The aim is to create an environment where our students, staff and visitors not only find a place to live or work but feel a sense of belonging and excellence.

POSITION RESPONSIBILITIES

Strategic Asset Management

- Lead the development and implementation of DOSCEL's strategic asset management approach.
- Develop, implement and monitor the Strategic Asset Management Plan and supporting Asset Management Plans.
- Provide strategic advice on asset lifecycle planning, maintenance priorities, risk, investment and long-term asset sustainability.
- Build asset management capability across DOSCEL through improved systems, processes, reporting and governance.
- Support the implementation of an improved asset management operating model across schools and office environments.

Operational Leadership

- Oversee the delivery of facilities maintenance, asset management services, compliance activities and related capital works.
- Ensure planned and reactive maintenance programs are delivered efficiently, safely and within agreed timeframes.

- Monitor service quality, contractor performance, budget outcomes and stakeholder satisfaction.
- Lead the integration of new developments and upgraded facilities into ongoing asset management arrangements.
- Ensure service delivery is practical, responsive and aligned to the needs of schools and office-based teams.

Compliance, Risk and Safety

- Ensure compliance with relevant legislation, building codes, essential safety measures, statutory obligations and DOSCEL policies.
- Lead asset-related risk management, audits, compliance reporting and corrective actions.
- Maintain accurate asset records, documentation, registers and system data.
- Ensure WHS requirements are embedded across asset management, maintenance and contractor activities.
- Promote safe, compliant and well-managed environments for students, staff, families and visitors.

People Leadership

- Lead, support and develop the Asset Management team.
- Build a culture of accountability, service, collaboration and continuous improvement.
- Provide clear direction, coaching and performance feedback to team members.
- Support workforce planning, recruitment and capability development within the asset management function.
- Model DOSCEL's values and contribute to a positive, professional and child safe culture.

Stakeholder Engagement

- Build trusted relationships with schools, leaders, internal teams and external partners.
- Work collaboratively with Planning & Infrastructure, Finance, People & Culture, Governance, Risk, schools and other key stakeholders.
- Represent DOSCEL professionally with contractors, consultants, regulatory bodies and government agencies.
- Provide clear, timely and practical communication on asset management priorities, projects, risks and service delivery matters.

Financial, Contract and Procurement Management

- Manage operational budgets and support effective financial stewardship across asset-related activities.
- Oversee asset management related procurement, tendering and contract management processes in line with DOSCEL requirements.
- Monitor contractor performance against agreed service levels, safety expectations and quality standards.
- Identify opportunities to improve value, efficiency and service outcomes across the asset portfolio.

SKILLS AND EXPERIENCE

Key Selection Criteria

Essential

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to Child Safety.
- Relevant qualification in asset management, facilities management, property, engineering, building, construction or a related discipline.
- Extensive experience in asset management, facilities management, property operations or infrastructure service delivery.
- Demonstrated experience leading asset or facilities functions across multi-site or regional environments.
- Strong knowledge of planned and reactive maintenance, lifecycle asset management and essential safety measures.
- Demonstrated ability to lead teams, build capability and drive accountability.
- Strong financial, contract, procurement and project management capability.
- Sound understanding of legislative, regulatory, safety and compliance obligations relating to built environments.
- Strong stakeholder engagement, communication, negotiation and problem-solving skills.
- Ability to lead change, improve systems and embed consistent ways of working.
- Strong digital capability, including Microsoft Office and asset/facilities management systems.

Desirable

- Experience working in education, Catholic education, government, community services, aged care, housing or a similarly complex service environment.
- Knowledge of ISO 55000 or contemporary asset management frameworks.
- Experience with commercial or community-based property portfolios.
- Experience supporting capital works, infrastructure planning or portfolio-wide asset improvement programs.

CHILD SAFETY STATEMENT

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.