

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Kindergarten Facilities Lead (Community Hub & Kindergartens)
Directorate / Service / Program	Finance and Infrastructure / Infrastructure & Support Services
Reports to	Manager Infrastructure and Support Services
Location	Geelong with travel to all Meli kindergartens in Geelong, Colac Shire and Bellarine.
Classification	Social, Community, Home Care and Disability Services Industry Award Level 6
Date Revised	April 2026

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

Reporting to the Manager Infrastructure & Support Services, the Kindergarten Facilities Lead (Community Hubs & Kindergartens) is responsible for the day-to-day operational management of Meli's kindergarten facilities and associated infrastructure. The role ensures all buildings, resources, and shared spaces are safe, functional, and fit for purpose, in accordance with Council, professional, regulatory, and legislative requirements.

This position oversees contractor management, inspections, and planned and reactive maintenance across Meli Kindergartens and Community Hubs in Geelong, Colac, and the Bellarine. Working collaboratively with internal teams, local councils, partners, and community stakeholders, the role ensures facilities and infrastructure enquiries and

service requests are delivered efficiently, support effective service delivery, and comply with child safety and workplace health and safety legislation.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

Facilities Operations & Maintenance

- Coordinate, plan, and deliver cost-effective, high-quality facilities services across Meli Kindergartens, including maintenance, cleaning, security, waste removal, utilities management, and signage.
- Manage maintenance requests and oversee the maintenance request system, ensuring issues are actioned promptly and reported on in a timely manner.
- Schedule and coordinate routine inspections and on-site contractor works in compliance with health and safety procedures and in consultation with Meli's Health, Safety & Wellbeing team.
- Manage annual playground safety audits, ensuring all facilities are compliant, operational, and well maintained.

Capital Works & Project Management

- Lead the project management of kindergarten upgrades and minor capital works, including projects funded by Parent Advisory Groups (PAGs), Victorian School Building Authority (VSBA) grants, and Council-funded upgrades initiated by Meli.
- Ensure projects are delivered to scope, budget, timeframe, and quality expectations, with minimal disruption to service delivery.

Contractor, Supplier & Financial Management

- Engage contractors and suppliers in accordance with Meli policies and the Instrument of Delegation.
- Monitor contractor performance to ensure service quality, safety compliance, and value for money.
- Process and approve invoices accurately and within delegated authority.
- Maintain records related to contractor engagement, service history, and compliance.

Compliance, Safety & Risk Management

- Ensure building, staff, and client safety in relation to fire safety and emergency management plans.
- Maintain compliance with child safety standards, workplace health and safety legislation, and relevant regulatory requirements.
- Coordinate biannual (six-monthly) audits of first aid kits across all Meli Kindergarten services, with the first audit completed within the first three weeks of Term 1.
- Review First Aid Kit Audit Checklists regularly to ensure they meet service needs and comply with WorkSafe Compliance Codes.

- Provide replacement first aid items as required between audits, including EpiPens and Ventolin.
- Maintain centralised records of first aid kit compliance, maintenance, and service history.

Property & Lease Management

- Negotiate and review kindergarten lease agreements to ensure alignment with Meli's operational needs and best interests.
- Monitor lease conditions and obligations to support compliant and sustainable facility use.

Stakeholder Engagement & Service Delivery

- Lead a smooth and efficient facilities service that meets the expectations and needs of service users and stakeholders.
- Build and maintain positive, collaborative relationships with internal teams, local councils, contractors, partners, and community stakeholders.
- Respond to facilities and infrastructure enquiries in a professional, customer-focused manner.

Collaboration & Workforce Support

- Work collaboratively with the Community Facilities Lead to develop shared knowledge of systems, processes, and responsibilities.
- Provide reciprocal support and coverage when required to ensure continuity of facilities management services.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

Qualifications, Skills, and Experience

- Tertiary qualification relevant to the role eg. Advanced Diploma or Diploma in Facilities Management, Asset Management Property or
- Significant equivalent experience (5-10+ years) in facilities, infrastructure or operational leadership
- Experience in providing facilities maintenance and management in kindergarten environment, is desirable.
- Knowledge of building management and property maintenance for a public building.
- Ability to lead a team and work as a member of a team.

- Ability to plan, manage and prioritise tasks efficiently and effectively to meet timeliness.
- Demonstrated ability to meet deadlines and problem solve.
- Strong interpersonal skills with an ability to engage with people from diverse backgrounds and all abilities.
- High level of computer literacy and ability to use electronic booking systems, databases, and finance software packages.
- Experience in establishment of new buildings and/or operational sites.

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli Staff.
- Department of Education.
- Local Government including, City of Greater Geelong, Borough of Queenscliff and Colac Otway Shire

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Sometimes
Driving, in & out of vehicles <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Sometimes
Bending, lifting, pushing, pulling	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations	Sometimes

(Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)	
Working outside in differing weather conditions	Rarely
Working on-call and/or after hours	Rarely
Attending external locations	Often

Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.