

Position Description

Title:	Tara Institute Building Manager
Reporting to:	Centre Director
Number of Direct Reports:	0
Location:	Tara Institute
Working Hours	Part-time position with flexible hours equivalent to 1 day per week
Date prepared	11 October 2024

Company Information

Tara institute is a Tibetan Buddhist Centre based in Brighton, Melbourne, Australia. It is an affiliated centre of the FPMT. The FPMT is a network of worldwide centres, retreat centres, monasteries, nunneries, publishing services, hospices, and other services and projects functions to achieve the FPMT mission to preserve and spread Mahayana Buddhism worldwide.

The FPMT organization was founded in 1975 by Lama Thubten Yeshe (1935-1984) and Lama Thubten Zopa Rinpoche (1945 – 2023), both Tibetan Buddhist monks. The Foundation is devoted to preserving and spreading Mahayana Buddhism worldwide by creating opportunities to listen, reflect, meditate, practice, and actualize the unmistakable teachings of the Buddha and based on that experience spreading the Dharma to sentient beings.

We provide integrated education through which people’s minds and hearts can be transformed into their highest potential for the benefit of others, inspired by an attitude of universal responsibility and service. We are committed to creating harmonious environments and helping all beings develop their full potential of infinite wisdom and compassion. Our organization is based on the Buddhist tradition of Lama Tsongkhapa of Tibet as taught to us by our founders Lama Thubten Yeshe and Lama Zopa Rinpoche.

Role Objective

The Building Manager will report to the Centre Director and support the work of the Tara Centre for Wisdom Culture Inc. In line with the Tara Institute 20-year vision the Building Manager works closely with the Centre Director and Management Team. The person in the role will work closely with the residents (as required) and various volunteers to ensure the Tara Institute building continues to be remains operational.

The Tara Institute building is over 100 years old. The management of the integrity of the building is crucial to the delivery of the teachings at the centre. The Building Manager is responsible for overseeing the operations and maintenance of Tara Institute, ensuring the property remains safe, clean, and in good working condition. The manager will liaise with residents / tenants, address maintenance issues, and enforce building policies while providing excellent customer service to all building occupants.

Key Accountabilities

<p>Manage Residential Tenancies</p>	<ul style="list-style-type: none"> • Take enquires from potential residents and arrange interviews • Complete reference checks post interview for potential residents • Ensure residential tenants have a current Working with Children Volunteer check • Manage enquiries and make recommendations to the Centre Director (CD) regarding temporary residency • Ensure that rooms are prepared for occupation as required • Maintain the key register and retrieve keys from guests and residents who leave • Liaise with Centre Manager (CM) and oversee receive rent payments (electronic scheduled payments) from residents • Annual check of all occupied rooms to ensure residential room is fit for purpose • Respond to tenant inquiries and complaints in a timely and professional manner. • Serve as the point of contact for tenant concerns regarding maintenance, repairs, or building policies. • Assist with tenant move-ins and move-outs, including walkthroughs, and ensure compliance with lease terms.
<p>Building Management</p>	<ul style="list-style-type: none"> • Arrange quotes and book tradespeople as needed • Liaise with tradespeople • Proactively identify and respond to emerging issues with building maintenance
<p>Building Maintenance</p>	<ul style="list-style-type: none"> • All building work projects to have a project plan • Project plans are submitted to Tara Institute Management Team and or Building Management Team for approval of costs and ongoing reports until approved • Ensure the maintenance and cleanliness of the centre's premises, including gompas / meditation halls, common areas, and accommodation facilities. • Coordinate with external contractors for maintenance, cleaning, and other facility-related services. • In conjunction with the Spiritual Program Coordinator (SPC), oversee the use of the centre's spaces and ensure that facilities are properly set up for meditation sessions, retreats, and other events.
<p>Property Maintenance & Inspections</p>	<ul style="list-style-type: none"> • Conduct regular inspections of the building, including common areas, to ensure cleanliness and safety. • Identify and address maintenance issues (plumbing, electrical, HVAC, etc.), either by performing minor repairs or coordinating with external contractors as needed. • Ensure proper functioning of building systems (e.g., elevators, security systems, fire alarms). • Oversee and manage the centre's test and tagging program

<p>Safety and Security</p>	<ul style="list-style-type: none"> • In conjunction with the Tara Institute Management team develop building security policies and monitor access to the property • Report any security concerns or incidents to President, CD, and/or local authorities when necessary • In conjunction with the contracted fire company conduct regular checks of safety equipment (e.g., fire extinguishers, smoke alarms and emergency exits) • Coordinate fire inspections and or fire drills, first aid provisions, and any other necessary safety measures
<p>Vendor and Contractor Coordination</p>	<ul style="list-style-type: none"> • Liaise with vendors and service providers for routine services (e.g., window cleaning, landscaping, waste removal), air conditioners, disabled lift and stair lift) and emergency repairs. • Monitor the quality of work performed by contractors and ensure it meets building standards.
<p>Administrative Duties</p>	<ul style="list-style-type: none"> • Maintain records of maintenance activities, tenant communications, and any incidents that occur. • Prepare reports on building operations as required by management. • Assist with the collection of rent and other tenant charges, as needed.

Skills and Experience

<ul style="list-style-type: none"> • Previous experience in property or building management, facilities management, or a related field is preferred
<ul style="list-style-type: none"> • Basic knowledge of building systems (plumbing, electrical, HVAC) and maintenance procedures
<ul style="list-style-type: none"> • Residential tenancy experience desirable
<ul style="list-style-type: none"> • Ability to perform minor repairs and handle emergency situations coordinate projects desirable
<ul style="list-style-type: none"> • Ability to coordinate projects and work in a team environment
<ul style="list-style-type: none"> • Strong organizational skills and attention to detail
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills for tenant and contractor interaction
<ul style="list-style-type: none"> • Proficiency with basic computer applications (e.g., email, spreadsheets) for administrative tasks.

Qualifications

- Experience in home maintenance desirable
- Certificate II in Construction Pathways is desirable, or applicants working towards this certificate. The applicant may be eligible to study the [CPC20222 Certificate II in Construction Pathways](#) as a Free TAFE course.

Please note that as a condition of employment, the successful candidate will be required to undergo a police record check and a working with children check. This is necessary to ensure the safety and security of Tara Institute and its stakeholders. A satisfactory result is required before the final offer of employment can be extended. . You must also hold relevant working rights in Australia.