

POSITION DESCRIPTION

Property Portfolio Analyst

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are Imaginative, Respectful, Compassionate and Bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

This role is responsible for developing and administering high quality asset data and systems to support Uniting in its property and portfolio strategy in particular with portfolio asset information and capital investment activities.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Property team in the Portfolio Planning team through the following:

- Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
- Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
- Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
- Conducting specialised studies as required, providing insights into the operation of the team and the organisation.
- Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As Property Portfolio Analyst your role will:

- Maintain and seek to constantly enhance a centralised asset information database
- Undertake portfolio performance data collection, analysis and reporting
- Undertake monthly reconciliation process for portfolio Industrial Special Risk (ISR) insurance schedules
- Undertake market analysis (demographic, supply/demand, competitor analysis, GIS platform) as required
- Assist with environmental sustainability data collection, analysis and reporting for energy, water, waste and carbon emissions
- Undertake and deliver high quality, well researched and reasoned analysis of asset data to assist the organisation in delivering continuous improvement strategies to achieve its organisational objectives
- Assist with identifying and managing strategic acquisition and disposal opportunities
- Assist with feasibility and strategic planning projects that support Uniting in its property asset management, ESD and development activities (Excel / Estate Master)
- Contribute to the development of Uniting's property asset performance management framework
- Produce appropriate reports to line management to assist with organisational governance and decision making structures
- Manage internal program or works and projects as required

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Property and Housing

You'll report to: Senior Portfolio Analyst

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** - Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Degree or equivalent experience in a technical or business discipline

Skills:

- Sound understanding of and ability to implement an asset register
- Ability to assess complex data systems and make recommendations on how the systems can be improved
- Understanding of how asset analysis supports strategic business decision making
- Advanced level of MS office in particular Excel
- Ability to positively influence key stakeholders
- Well-developed written & verbal communication skills
- Knowledge, capacity & willingness to implement OH&S

Experience:

- Previous asset data analysis experience
- Project management of internal projects
- Experience with asset data systems
- Understanding of EEO and OH&S in the workplace, particularly as it applies to aged care operations
- Knowledge of the CMMS systems
- Knowledge of life cycle costing
- Experience working in a property portfolio related environment

Your experience ticks the following boxes:

- Minimum 2 years in property, asset management, portfolio management, property analysis
- Acquiring / disposing of property, property performance and financial analysis, property valuations, portfolio
- A demonstrated passion for social change and contributing to an organization of influence for the most disadvantaged
- Skilled at navigating a complex organization, forging relationships, and managing through influence rather than direct authority as required

Even better:

- Post graduate qualification in a relevant field
- Experience managing acquisition and / or disposal of property
- Experience developing property strategies and business cases
- Knowledge of the aged care industry

Employee Name:		Managers Name:	
		Title	
Date:		Date:	
Signature:		Signature:	