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|  | Position Description  [All Calvary Services/Service]  Version: [Version] |

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| **Position Title:** | | National Property and Leasing Associate | | | |
| **Position Number:** | |  | **Cost Centre:** | | J1164 |
| **Site/Facility:** | | National Office | | | |
| **Department:** | | National Office | | | |
| **Enterprise Agreement** | | Salaried position | | | |
| **Classification:** | | Salaried position | | | |
| **Reports To:** | | National Property and Leasing Lead | | | |
| **Date of Preparation:** | | 26 February 2024 | **Date Updated:** | | 14 October 2024 |
| **Primary Purpose** | | | | | |
| The National Property & Leasing Associate will support the National Property and Leasing Lead in managing the commercial aspects of Calvary's national property portfolio, utilising their experience and commercial acumen to:   * Ensure compliance with commercial and legislative obligations. * Analyse data and the broader market to identify and address: * Inefficiencies and opportunities for enhancing property portfolio performance. * Risks, along with strategies to mitigate their impact. * Conduct market research, maintain stakeholder relationships, and contribute expert advice by: * Collecting data for strategic investment, divestment, and development plans. * Identifying potential property investments or rationalisations, providing feasibility studies and market insights for stakeholder discussions (e.g., RCEOs). * Collaborating on strategies to optimise portfolio performance. * Assess the commercial and technical aspects of potential acquisitions, sales, and leases, and draft business cases or provide recommendations to decision-makers. * Engage on behalf of Calvary with relevant parties (e.g., real estate agents, owners, buyers, landlords and tenants) to negotiate and facilitate leases, sales, and property purchases as instructed. * Review and negotiate minor leases and tenancies managed by regions. * Collaborate with stakeholders, including tenants and landlords, to resolve lease disputes. * Assist stakeholders with the successful termination or renewal of leases. * Assist the operations team with day-to-day lease-related enquiries. * Leasing Administration including but not limited to: * Enhance leasing processes and documentation through proactive initiatives. * Update and maintain Nomos One to ensure data accuracy and consistency across all records. * Oversee the complete lease administration process, including the receipt of ancillary documents, updating the Property Schedule, filing documents and providing summaries to relevant internal stakeholders, such as finance, to facilitate billing and payment processing. * Implement processes to manage landlord and tenant obligations under leases and related occupancy agreements. | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres  Calvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person, and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.  Calvary operates across all states and territories except for Western Australia. Calvary’s property portfolio consists of approximately 150 properties that it either owns or leases. In addition, Calvary has more than 160 revenue leases. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Support Calvary’s various national policies and strategies which intersect with this role including WHS, clinical, legal, procurement and HR. * Engage directly with stakeholders to support the effective management of the property portfolio. * Establish productive relationships with relevant stakeholders. Including with internal and external parties such as industry, contractors and regulators. * Work collaboratively with local and national staff in support of a positive and engaged culture to facilitate the efficient management of the property portfolio.   ***Excellence in Service Delivery:***   * Set and maintain high professional and ethical standards in all work and conduct. * Identify and action outcomes to maximise value and mitigate risks associated with Calvary’s property portfolio. * Work closely with the stakeholders to collate and analyse information to inform reporting on property related costs and revenue. * Monitor and manage all property and leasing agreements to drive compliance and currency performance * Work with parties to resolve property matters and grievances, escalating where necessary. * Prepare performance data to show portfolio revenue and portfolio performance. * Provide subject matter input to inform and participate in investment development and planning.   ***Service Development & Innovation:***   * Using subject matter expertise and experience:   + Contribute to ongoing improvement and implementation of national policies, procedures, plans and systems as they may apply to the objectives of the role.   + Develop and promote best practice and continuous improvement of methodologies, processes, information systems and tools to reduce risk and increase the value contributed by the portfolio to Calvary and its services. * Stay informed of current and future trends, opportunities, and potential risks impacting the portfolio's long-term success. * Work with stakeholders to identify opportunities for new business ventures or competitive advantages. * Analyse financial data to monitor portfolio performance and assess business risks. * Maintain awareness of key developments impacting property portfolio operations. * Support the development of a lease and property management portal and maintenance system accessible across Calvary. * Stay abreast of developments in key areas of business relevant to the operation of the property portfolio.   ***Wise Stewardship***   * Always act in accord with Calvary’s policies on Asset Management, Environmental stewardship and ethical practice. * Contribute to the overarching stewardship of each property, supporting the focus on performance, safety, and sustainability. * Foster a quality environment and a culture of service excellence. * Adapt in response to changes and appropriately manage own emotions in difficult situations or when dealing with contentious issues. * Provide informed and honest advice in relation to property acquisitions, evaluations, disposals and optimisation.   ***WH&S Responsibilities:***   * Contribute to the safety and security of facilities and services across Calvary * Take reasonable care of your own health and safety and the health and safety of others in the workplace. * Comply with relevant Calvary WHS policies, procedures, work instructions and requests. * Report to your supervisor any incident or unsafe conditions which come to your attention. * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet).   ***Community Engagement:***   * Establish strong working relationships with property industry professionals, national tenants, customers and internal staff and maintain an effective network of individuals inside and outside the company. | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * National CEO * National Executive Leadership Committee (NELC) * Head of Facilities and Assets Management * National Property and Leasing Lead * Head of Infrastructure and Development * General Managers * Finance Team * General Counsels and Legal Counsels. * Regional CEOs, DOFs, Asset Managers, Facilities Managers at services * The Executive teams of each of the services. | | | | |
| External: | * Leasing Agents * Valuers * Property Sales Agents * Property Consultancies (e.g. Environmental) * Councils * Solicitors * Landlords * Tenants (including existing and prospective tenants) | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | Not Applicable. | | | | |
| Budget: | No budget responsibilities | | | | |
| Selection Criteria | | | | | |
| **Essential**   * Experience in corporate property portfolios, demonstrating a strong understanding of the complexities involved. * Proven track record in managing tenancy leasing schedules effectively. * Skilled in generating property management reports that accurately summarise key performance indicators and insights. * Strong negotiation skills, adept at reaching mutually beneficial agreements and resolving conflicts effectively. * Strong understanding of corporate compliance and safety standards, ensuring adherence to regulations and best practices. * Excellent written and verbal communication skills, able to clearly communicate complex information to diverse audiences, including senior management. * Proven ability to thrive in a fast-paced, dynamic environment, managing multiple priorities effectively and adapting to changing circumstances. * Commitment to Calvary's mission, vision, and values, actively contributing to a positive and collaborative work culture.   **Desirable**   * Experience assisting with national property portfolios. * Tertiary qualifications in property, law or commerce, or related fields. * Relevant Real Estate or valuation qualifications * Experience in healthcare Property management * Proficiency in database management, with experience implementing or utilising property management software solutions. | | | | | |
| Approvals n | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |