



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PROPERTY MANAGER – SYDNEY METRO
Position no:	30006059
Team:	[Finance]
Department:	Building Management Ultimo
Location:	Ultimo
Reports to:	HEAD PROPERTY 30006490
Classification:	Senior Executive
Schedule:	[Executive]
Roster cycle	[Executive]
Band/level:	[EL 1]
HR Endorsement:	12/09/2022

### Purpose

To lead the team in managing the Sydney Property Portfolio building services operations.

### Key Accountabilities

#### Property Management

- Develop and implement operational property plans for Sydney in line with business objectives.
- Lead the day to day management of the Sydney property portfolio overseeing all building operations, contract services and engineering maintenance ensuring compliance with all relevant standards, codes, practices, and procedures.
- Contribute to the provision of strategic advice relating to long and short-term property strategies and solutions for the Sydney portfolio.
- Manage the planning and implementation of property projects/change initiatives. Prepare business case submissions for capital funding as required.
- Prepare and deliver reports relating to property operations.
- Represent the department on relevant committee and working groups related to Sydney property.

## Leadership

- Provide leadership and direction to teams and contractors as required to ensure a shared understanding and commitment to Team objectives.
- Lead the emergency control organisation for Sydney property.
- Implement and monitor budgets as required to ensure efficient use of resources and achievement of ABC objectives.
- Keep up to date with industry trends and developments.
- Build and maintain strong, effective relationships within the ABC and with other Teams and external stakeholders.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.

## Stakeholder Management

- Ensure general compliance with relevant regulations and codes and that compliance and WHS risks are appropriately identified and communicated and escalated where appropriate.
- Build collaborative working relationships and establish effective communication with key stakeholders to keep abreast of client requirements and ensure timely identification of issues.
- Participate in cross divisional committees such as Body Corporate, State Leadership groups, WHS Committee and Emergency Planning Committee.

## Resource and Financial Management

- Implement effective energy efficiency, recycling, and environmental strategies in line with the ABC's environmental management system.
- Manage budgets and expenditure and undertake monthly year end forecasting and identify areas of potential cost savings in line with the ABC's finance and procurement procedures.

## Key Capabilities/Qualifications/Experience

1. Appropriate tertiary qualifications and/or extensive professional experience in facilities management or related field.
2. Demonstrated substantial experience in the management of a range of buildings from small and simple to large and technologically complex buildings with a proactive 'continuous improvement' approach to achieving facilities management objectives
3. Demonstrated high level leadership, management and project management skills, with the ability to delegate responsibility to individual staff and to motivate staff as individuals and as a team in a supportive manner, and to coordinate staff needs and human resources requirements.
4. Demonstrated high level of communication and negotiation skills with excellent customer focus orientation
5. Proven strong ability to liaise with management at all levels, reconciling corporate objectives with client needs whilst representing the ABC's Property Services department to external organisations.
6. Demonstrated outstanding financial management skills with extensive budgetary and benchmarking experience.

7. Demonstrated exceptional analytical, organizational, research, computer literacy and communication skills; proven ability to prepare detailed technical reports and submissions and proposals
8. An understanding of and commitment to the ABC's aims, values, and workplace policies.
9. ABC Principles: Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. ABC Policies: Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
11. Experience in building an inclusive and supportive culture where diversity is valued.



[www.abc.net.au/careers](http://www.abc.net.au/careers)