Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Asset Manager, Campus</th>
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<tbody>
<tr>
<td>HEW Level:</td>
<td>9</td>
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<tr>
<td>Faculty/Office:</td>
<td>Property</td>
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<tr>
<td>Position Number:</td>
<td>New</td>
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<tr>
<td>Department/Team:</td>
<td>Asset Management</td>
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<tr>
<td>Date:</td>
<td>November 2014</td>
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Position Purpose: To drive the development and implementation of strategies that maximise financial and operational performance of Macquarie University Campus Property portfolio.

ORGANISATIONAL CONTEXT

The Property Division supports the University in achieving its learning, teaching and research goals through providing planning, development and maintenance services for all University buildings and infrastructure as well as providing a growing commercial property investment portfolio through development and/or acquisition and managing the same.

Property consists of:

1. **Development** who work in conjunction with key stakeholders to identify what infrastructure and development will contribute to building a stronger future for the University and support achievement of the strategic objectives.

2. **Project Management** who manage all building and infrastructure projects on Campus to deliver successful completion of, refurbishment, building work and infrastructure projects. Their services span research, planning, design, procurement and project management.

3. **Asset Management** who are responsible for the management of the Macquarie University Academic, Research and Commercial Precincts. It includes strategic asset and leasing management, property and estate management, timetabling, facilities management, maintenance, technical experience and dedicated customer service.

ORGANISATION CHART

- Head of Asset Management
- Personal Assistant
- Senior Asset Manager
- Facilities & Operations
- Security & Safety
- Asset Manager, Learning & Teaching
- Asset Manager, Commercial
- Asset Manager, Campus x 2
- Gardeners
### KEY ACCOUNTABILITIES

- Collaborate with the Senior Asset Manager to develop strategies aimed at improving the quality, utilisation and financial viability of and maximising investment opportunities within the Campus Property portfolio.
- Drive the implementation and management of Campus Property portfolio strategies in conjunction with key stakeholders.
- Build and maintain relationships with key clients and stakeholders to negotiate and define requirements, expectations and annual deliverables.
- Develop and deliver annual business plans that achieve client and stakeholder objectives, capitalise revenue opportunity and optimise space utilisation and quality of the Campus Property portfolio.
- Identify and evaluate the viability of prospective commercial partners and assets.
- Review, critically evaluate and negotiate terms of campus property contracts to optimise financial returns and service delivery.
- Oversee and critically evaluate financial and operational management of University campus assets to identify and implement efficiencies.
- Collaborate with the Technical Services team to identify and address Operational matters and Capital Projects.
- Manage the Gardening team and external cleaning, gardening and mailroom contractors (if required).
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent's level of competence.

### POSITION CONTEXT

| Reports to: | Senior Asset Manager |
| Positions Reporting to: | Direct: Gardeners Indirect: |
| Key Direct Clients: | • Heads of Office, Heads of Dept, Senior Managers • MQ staff |
| Other Key Relationships: | • Executive • Heads of Office, Heads of Dept, Senior Managers • Property team members • Immediate team members • External Property Managers |
| Budget Accountability: | |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

### COMPETENCIES

Clusters of behaviours required for successful performance.

- **Influencing and Persuading**: Building commitment by convincing others and winning them over to a particular point of view.
- **Implementing Systems**: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.
- **Setting Expectations**: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.
- **Delegating**: Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.
- **Tracking Performance**: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.
- **Giving Feedback**: Letting others know in a straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.
- **Leading and Directing**: Exerting influence in positions of authority, taking charge and directing the efforts of others.
- **Delivering Outcomes**: Holding high expectations for and pushing self and others to achieve at high levels.
- **Developing Strategy**: Taking a long-range, broad approach to problem solving and decision making through objective analysis, thinking ahead and planning.

### ATTRIBUTES

Personal qualities related to successful performance.

- **Resilience**: Dealing effectively with and recovering quickly from setbacks or pressure.
- **Accountability**: Assuming responsibility for making decisions and delivering agreed outcomes.
- **Flexibility**: Responding effectively to unexpected or changing circumstances.
- **Assertiveness**: Being willing to openly express ideas and opinions and justify these when questioned.
- **Interpersonal Impact**: Making a positive impression on others in a range of interpersonal contexts.
- **Integrity**: Maintains confidentiality, discretion and professionalism.
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<thead>
<tr>
<th>REQUIRED KNOWLEDGE</th>
<th>KEY EXPERIENCES</th>
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<tbody>
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<td>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</td>
<td>Practical experiences and exposure to specific environment or activities related to successful performance.</td>
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**Degree or equivalent experience in business administration or a property related discipline.**

Knowledge of Australian standards, codes and legislative requirements relating to property and asset management.

**KEY EXPERIENCES**

- Working in commercial real estate (office, retail and mixed use)
- Working in corporate facilities management.
- Preparing, managing and critically evaluating budgets and financial performance.
- Analysing and reporting on performance metrics and external market trends/influences.
- Managing projects and implementing strategy
- Negotiating contracts.
- Building and maintaining strategic relationships with key stakeholders.

**ACQUIRED KNOWLEDGE**

Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

Knowledge of Property’s functions and structure.

Knowledge of Property’s policies, systems, processes and procedures.

Understanding the external market/context relevant to their areas of expertise/specialisation

Understanding the local and global market/context within which the University operates.

Knowledge of how the University works and how relevant functions across the University interrelate.