# Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Executive Officer</th>
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<tr>
<td>HEW Level:</td>
<td>9</td>
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<tr>
<td>Faculty/Office:</td>
<td>Property</td>
</tr>
<tr>
<td>Position Number:</td>
<td>New</td>
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<tr>
<td>Date:</td>
<td>June 2017</td>
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**Position Purpose:** To support the development and implementation of strategies, projects and initiatives for the MQ Property office.

## 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

![Organisation Chart](chart.png)
### KEY ACCOUNTABILITIES

- Collaborate with the Property Leadership Team to contribute to the development and drive implementation of Property strategy, priorities and initiatives.
- Collaborate with stakeholders across the University to develop and oversee the implementation of University-wide programs and projects that are Property related.
- Write and develop papers, submissions and presentations on behalf of the Director of Property.
- Review relevant documentation and complex contracts before submission to key University stakeholders and committees and where required provide the Director of Property a summary and/or presentation briefing/notes.
- Review and critically evaluate Property governance, policies, procedures and document templates to ensure these meet University requirements and accommodate the agile requirements of Property.
- Coordinate the development, reporting and management of the Property budget.
- Triage and coordinate queries escalated to the Director of Property and resolve or delegate as required.
- Build, and manage relationships with key internal and external stakeholders
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

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<tr>
<th>Reports to:</th>
<th>Director of Property</th>
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| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | Executive  
Property Senior Leadership Team  
DVC & COO  
Executive Managers  
Faculty General Managers  
Finance and Facilities Committee  
Heads of Office/ Dept and Senior Managers |
| Other Key Relationships: | Property Leadership and Managers  
Chief of Staff  
Finance Manager |
| Budget Accountability: | nil |
| Role-specific Conditions: | nil |
| Scope and autonomy | Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise. |
| Problem solving | Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area of specialisation. |
### CAPABILITY FRAMEWORK

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

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Influencing and Persuading:</strong> Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Implementing systems:</strong> Adoption a systematic and organised approach, developing and utilising guidelines and procedures.</td>
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<td><strong>Tracking performance:</strong> Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Relevant degree and extensive experience providing executive support.
- Understanding of Commercial Real Estate and Property Development and Investment lifecycles
- Understanding of project management principles and processes
- Advanced written and communication skills
- Strong skills in Microsoft Office suite including Project Server
- Understanding of local and state government planning processes

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

- Knowledge of the MQ Property’s functions and structure.
- Knowledge of the MQ 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.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Strong facilitation, consultation and stakeholder management skills
- Extensive experience writing/developing papers, reports and proposals, particularly related to commercial real estate or property development and investment
- Building and managing relationships with internal stakeholders.
- Positive management of a complex group of stakeholders
- An understanding of governance, policy and procedural frameworks.
- Managing budgets