



Property Contracts Officer

Department/Unit	BPD Services
Faculty/Division	Buildings and Property Division
Classification	HEW Level 7
Work location	Clayton campus
Date document created or updated	January 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The position is located within **Buildings and Property Division (BPD)**. We provide facility management and support services for the teaching, research and business functions of the University. For more information about the work we do, please visit our website: www.fsd.monash.edu.au/.

BPD Services delivers on a wide range of campus and building support activities. BPD Services operates to ensure existing buildings and facilities are maintained and operationally functional to enable core University business. The group also manages the University's property portfolio, including the management of property leasing and venue hire for events and conferences. Furthermore, the group supports the smooth running of all our campuses pertaining to security, traffic and parking, cleaning and waste management, mail and courier and pool vehicle hire and shuttle bus services.

Position purpose

The Property Contracts Officer acts under the broad direction of the Property Contracts Manager to support the day-to-day management of the University's property portfolio. This broadly includes tenancy sourcing and leasing, contract negotiation and administration (i.e. roof top license agreements) and general property management and maintenance. The incumbent is also charge with maintaining and developing the computer based property management system

Reporting line: The position reports to the Property Contracts Manager, under broad supervision

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Financial delegation is commensurate with the Financial Delegations Register and budgetary responsibilities are not applicable

Key responsibilities

1. Support general and operational property management activities, ensuring the University's Property Portfolio is efficiently functioning in order to achieve business and strategic goals; and so that they positively reflect on Monash University
2. Draft and coordinate performance contract specifications to support the university's core business practices and ensure best quality and cost for services, including coordination of the planning, tendering, evaluation and award phases of the procurement process
3. Manage delegated areas of the University's property portfolio to ensure maximum occupancy and value at all times, from driving the property listing process to finalising property documentation
4. Manage administration and execution of all property contract documentation; including document registers, lists of active property transactions, individual tenancy files and monitoring the lease execution process
5. Analyse data and systems to provide a broad range of informative reports to the Property Contracts team, in addition to providing recommendations
6. Build and sustain professional relationships with an extensive network of University staff, clients, government authorities and other stakeholders and use these to facilitate cooperation and delivery best value outcomes
7. Adhere to, and guide others to comply with university policies, procedures and statutory requirements as it relates to University property and facilities management
8. Work collaboratively with colleagues across Facilities and Services to foster an integrated Division, including supporting and educating staff and encouraging excellence and continuous improvement in services delivery

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a relevant degree in property related discipline and extensive experience in property or contract management, or
 - extensive experience in property or contracts management, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience and a working knowledge in residential, retail, commercial and industrial property management with knowledge extending to facilities management, including: maintenance of facilities, building construction and refurbishment
3. A sound understanding and working application of related statutory obligations and compliance, including but not limited to: Building Codes Australia, Occupational Health & Safety, Residential Tenancies Act, Retail Leases Act, Estate Agents Act, Land Tax Act and Wrongs Act
4. Excellent research and analytical skills with the ability to devise accurate and practical solutions to complex technical issues that will render best value for the University
5. Excellent communication skills, including the ability to provide authoritative advice and effectively communicate complex information to a range of stakeholders
6. Highly developed relationship management skills, including the ability to interact, influence and negotiate at across all levels of the University community
7. Demonstrated ability to work as an effective member of a team well as the ability to exercise substantial levels of independence, judgment and initiative
8. Excellent computer literacy, particularly with the Microsoft Office Suite and Property Management Systems

Other job-related information

- The incumbent may be required to undertake work or attend meetings on other campuses or University sites from time to time
- Some out of hours work may be required at various times during the year
- Possession of a current Victorian Driver's Licence is desirable

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.