

POSITION DESCRIPTION

Infrastructure Services
University Services

Property Manager (Commercial)

POSITION NUMBER	0030529
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 8 - \$99,199 - \$107,370 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Warwick Padey Tel +61 3 83449236 Email Warwick.padey@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

INFRASTRUCTURE SERVICES

Infrastructure Services delivers efficient, sustainable, competitive, innovative and safe campus facilities and information technology services.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Property Manager forms part of a specialist team that delivers day-to-day operational management of the University's property portfolio. Focusing on the administration of property including leasing (lessee and lessor), acquisitions and disposals. The role delivers expert commercial advice on property strategies as required.

The property portfolio is complex and distributed. It essentially comprises freehold titles, diverse leasehold, and multiple crown leases distributed across metropolitan and regional sites.

Reporting line: *

No. of direct reports: 0

No. of indirect reports: 1 to 5

Direct budget accountability: \$5,000,000

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

Ensure that property matters are managed in an exemplary manner in the best interests of the University by undertaking the following:

- ▶ Support in management of an ongoing program of property acquisitions and disposals according to University strategy and approved operational plans - Prepare internal submissions for governance approvals; achieve valuation, reporting and probity requirements of OVG and VGLM; liaise with real estate agents; and, assist senior officers with any negotiations.
- ▶ Achieve successful lease and license negotiations for the University, as landlord or tenant, which demonstrate corporate responsibility and probity and enhance relationships with industry partners - Commission and review required valuations; timely preparation and execution of leases, licenses and other agreements; negotiate lease/license renewals and any associated rent/license fee reviews; instruct legal counsel as required, evaluate advice received, and action accordingly.
- ▶ Provide sound administration of specialist property agreements to minimise disruption to University activity - Negotiate and manage telecommunications facilities agreements with external entities in collaboration with Campus Services; manage property-related components of hospital relationship agreements in collaboration with leadership within the Faculty of Medicine, Dentistry, and Health Sciences.
- ▶ To achieve compliance with University financial management requirements to preserve revenues and minimise liabilities - Administer maintenance of up-to-date leasing/license schedules for payables and receivables, timely payment of landlord invoices, timely issue of invoices to tenants and license holders, monthly review of outstanding rentals receivable, and prompt payment of statutory charges on University owned property.
- ▶ Assist team to achieve compliance with University records management requirements to optimise sustainable performance of the property portfolio – Administer safe custody of Certificates of Title, executed leases, licences, agreements and banker's guarantees for rental; contribute to accuracy of property and leasing data in space management systems and compliant e-retention of property and leasing correspondence for future reference.
- ▶ Support Manager to achieve compliance with any audit requirements to ensure accountability and transparency to the broader community - Provide high level advice to the Manager, Property on

material changes to the property portfolio for the annual revaluation, including identifying remedial actions to address any revaluation deficiencies.

- ▶ Promote service excellence to improve the customer experience within the University – Participate in six-monthly review and analysis of processes; recommend continuous improvement initiatives aligned with industry “best practices” to ensure optimal support to academic and student performance.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

Selection Criteria:

Education/Qualifications

The appointee will have: detailed and specialist knowledge and experience in matters relating to purchase and disposal of property; terms and conditions relating to leases, licences and other property agreements; and the rights, duties and responsibilities of the tenant and landlord.

- ▶ Appropriate degree with extensive relevant experience; or an equivalent combination of extensive relevant experience and/or education/training.
- ▶ Experience in the property industry in a similar role in a large organisation with management responsibility for a complex portfolio (preferably exceeding \$100 million in value).
- ▶ Experience in lease and license negotiations and preparing instructions to legal counsel (acting on behalf of lessor/lessee).
- ▶ Experience in management of Crown leases (overseen by State agencies).
- ▶ Experience in property acquisition and divestment for corporate entities (including preparation of successful business cases, co-ordination of due diligence, commissioning of expert valuations, EOI processes, and managing outcomes through real estate agents).
- ▶ Excellent communication and interpersonal skills, including capacity to manage the expectations and interests of competing internal and external stakeholders.
- ▶ Demonstrated experience in financial management of leasing portfolio.
- ▶ Demonstrated ability to gather and critique information from diverse sources, analyse complex property data and accurately present outcomes in a written report.
- ▶ Demonstrated ability to handle highly confidential information with sensitivity and integrity.
- ▶ Ability to deal directly with people from all levels on matters relating to property management and accommodation planning.
- ▶ Excellent computer and keyboard skills; high level of data numeracy.
- ▶ Extensive knowledge of the current state government guidelines on property transactions as issued by the *Victorian Office of the Valuer-General* (OVG) and demonstrated experience in navigating these guidelines and conducting effective negotiations with all relevant state agencies, including the *Victorian Government Land Monitor* (VGLM).
- ▶ Experience as member of a delegated Committee of Management for a Crown Reservation.
- ▶ Exposure to *Archibus* Lease Management Module or similar property management programs.

Other job related information:

- ▶ A police background check will be required.
- ▶ Some travel will be required between the campuses and hospital sites in Victoria.
- ▶ Required to carry an employer-provided mobile phone during working hours.