

JOB DESCRIPTION

Asset Manager – Property Analysis & Process

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose

This role is responsible for providing data driven analytics and insights to support the Property Asset Management Team in administering efficient quality assets as well as developing and implementing appropriate and consistent operating procedures across a large (approx. 1,000 building) and complex property portfolio.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Property Directorate team in the Asset Management team through the following:

- Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
- Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
- Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
- Conducting specialised studies as required, providing insights into the operation of the team and the organisation.

- Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Asset Manager – Property Process & Analysis, your role specifically will:

- Oversee the centralised asset information database and its integration with other software and business units
- Undertake and deliver high quality, well researched and reasoned analysis of asset data to assist the organisation in delivering continuous improvement strategies to achieve its organisational objectives
- Assist with identifying and implementing operational efficiencies
- Oversee compliance processes and activities
- Contribute to the development of Uniting's property asset performance management framework
- Produce appropriate reports to line management to assist with organisational governance and decision-making structures
- Develop, monitor and report on business unit KPIs
- Manage internal program or works and projects as required
- Act as Relief Asset Manager during extended leave periods
- Manage the technical and administrative functions of the Asset Management team
- Coordinates regular and irregular inspection and maintenance of all technical systems
- Develop the Asset Management suite of policy and procedure documentation
- Leads the procurement activities on behalf of the Asset Management team
- Performs other related duties as reasonably requested

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Property and Housing
You'll report to: Head of Asset Management

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.

- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Qualifications:

Bachelor qualification in a relevant field or equivalent experience.

Experience:

Typically this role will require Five (5) or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

Even better:

- Post graduate qualification in a relevant field
- Experience acquiring / disposing of property, property performance and financial analysis, property valuations, portfolio
- Experience developing property strategies and business cases
- Knowledge of the aged care industry
- Hi level computer software skills including previous use and understanding of complex Computerised Maintenance Management Systems

Employee Name:		Manager's Name:	Emmanuel Varipatis
		Title	Head of Asset Management
Date:		Date:	
Signature:		Signature:	