**JOB DESCRIPTION**

# Portfolio Management Officer

# **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. We commit to respecting children and take action to keep them safe.

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 general administration support, organisation and coordination support, and general assistance to the Portfolio Management team enabling effective delivery Portfolio Management functions across Uniting.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Property Portfolio Management team through the following:

* To support the team activities to assist in the effective delivery
* To create, receive, review, and process purchase orders and invoices
* To coordinate contracts, contract signing and contract database etc
* To manage Sharepoint and Asset Information document management
* Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
* 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 Portfolio Management Officer, your role specifically will:

* Support the Portfolio Management team by undertaking administrative, documentation, organisational and coordinative activities.
* Provide Portfolio Management team with professional administrative support including taking accurate and properly detailed messages, work processing and excel functions, Power Point presentations, attending to correspondence and when required, preparing written reports.
* Coordinate and manage meetings, document and circulate minutes and follow up actions and outcomes
* Calendar management, including coordination of on- and off-site meetings with internal and external staff and stakeholders.
* Coordinate contracts, contract signing and contract register
* Manage Portfolio Management SharePoint site including permission, security ensuring accuracy and completeness of important information.
* Organise and coordinate events such as travel, accommodation, rerfeshments and bookings for relevant meetings, EG: Workshops, training and development etc
* To assist in financial managing including budget preparation, creation and management of purchase orders and invoices and problem-solve discrepancies as they arise
* Developing and designing the presentation of complex material for board and other presentations, internal sites (eg, Sharepoint), and reports
* Assist with other property processes and functions such as acquisitions, sales, transactions, contracts and other miscellaneous activities as required.
* Support the Portfolio Management team with various project-related responsibilities as required, such as the coordination of events requiring liaison with multiple stakeholders, locations, and resource allocations.

# 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 P**ortfolio 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

**Experience:**

Typically, this role will require 3 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. 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.

* Coordination of multiple tasks and relationship-management of stakeholders (including internal business services teams and external consultants)
* Demonstrated high level of experience/capabilities in Microsoft suite including word, PowerPoint and SharePoint.
* Demonstrated experience in supporting teams and staff of a variety of levels and disciplines in the development, implementation and delivery of services for disadvantaged people and communities
* Demonstrated experience in PowerPoint presentations creation and SharePoint creation and management
* Experience in researching, selecting and implementing appropriate systems solutions.

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| **Employee Name:** |  | **Manager’s Name:**  **Title** | Head of Portfolio Management |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |