

MELBOURNE WATER POSITION DESCRIPTION

SENIOR PROPERTY OFFICER – SALES AND ACQUISITIONS

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
LAND SALES MANAGER	This role has 0 direct reports, and a team of 3 employees.
THIS ROLE EXISTS TO: (PURPOSE)	
Support the management of Melbourne Water's land sales and acquisition programs and conduct other property management functions such that Melbourne Water's Corporate Plan and Business Plan objectives are fulfilled.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> Implementing and project managing assigned land sales and acquisitions projects to achieve operational targets set by the business. Assessing the current status of surplus land assets, and developing and implementing disposal strategies for the sale of surplus land assets. Monitoring and reporting on the progress of projects, project budgets, resourcing and performance. Assisting with other property management functions (sales, acquisitions, leasing and licensing, property information) as required by the Manager. Alignment to Melbourne Water's culture, values and behaviours. Providing exemplary customer service in relation to property enquiries and administrative support. Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. 	
KEY RESPONSIBILITIES	KPIs
Financial Management <ul style="list-style-type: none"> Identify new opportunities for the sale and enhancement of MW land. Assist and influence operating budgets, including budget preparations, forecast reviews and general accounting in the acquisition program. Manage within budgets and allocated resources. Manage the Sales and Acquisitions billing procedures, including accounts receivable and debt recovery. Identify and implement cost savings and efficiencies within the team. 	<ul style="list-style-type: none"> Contribute to land sales and other revenue as set out in the Corporate Plan and Property annual Business Plan. Projects within responsibility meet relevant Business Plan targets. OPEX and CAPEX savings against budget.
Property Management <ul style="list-style-type: none"> Negotiate the disposal of surplus Melbourne Water realty assets and prepare Contracts of Sale agreements, ensuring identification and management of risks through appropriate conditions and actions. Negotiate the purchase of land on behalf of Melbourne Water, ensuring identification and management of risks through appropriate conditions and actions. Manage external consultants (valuers, surveyors, lawyers, real estate agents, etc.) to ensure that all property transactions comply with relevant 	<ul style="list-style-type: none"> All projects meet corporate and business plan targets, as negotiated with Manager. Plan and track project milestones and deliverables Regularly update Property project information tools. Comply with Customer Service Standards at all times. Meet customer response targets, as defined by customer charters and Property Business Plan.

Job Level: EA6

Assessed by: P&C

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<p>legislation.</p> <ul style="list-style-type: none"> Act as a point of contact and provide guidance to internal and external stakeholders by providing technical support and advice to assess applications for third party property use and enquiries in relation to Melbourne Water land. 	<ul style="list-style-type: none"> All legislative requirements for Melbourne Water properties are maintained and kept updated as legislation is amended.
<p>Health and Safety</p> <ul style="list-style-type: none"> Take care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. Identify hazards associated with MW-owned properties and communicating these to asset and property managers, tenants and maintenance contractors. Manage external works conducted on Melbourne Water land in line with Melbourne Water's Health and Safety procedures. Personally commit to Health and Safety procedures, policies and plans. Commit and abide by the Code of Conduct and Property team principles of working together. 	<ul style="list-style-type: none"> Report all incidents and near misses in IRIS. Actively participate in corporate Safety Improvement Plan initiatives, as defined with Manager. Achieve mandatory safety training and other training as required for the role. Prior to contractors conducting work on Melbourne Water land they are MW Recipient Trained and obtain a Permit to Work or High Risk Permit.
<p>Property Management Procedures, Strategies and Policies</p> <ul style="list-style-type: none"> Assist in the preparation and review of Standard Work Procedures, policies and strategies relating to the protection of Melbourne Water's land assets to ensure improved efficiency, environmental performance and customer service. Support the business of the Property Team and Commercial and Technology Services group through responsibility and management of a team portfolio. 	<ul style="list-style-type: none"> All projects meet corporate and business plan targets, as negotiated with Manager. All projects meet corporate and business plan targets, as negotiated with Manager. Fulfill portfolio responsibilities as described in team plan.
<p>Project Management</p> <ul style="list-style-type: none"> Administer and assure that all sales/acquisitions and other property data is accurately recorded in Melbourne Water's file management, financial and geographic information systems. Manage existing agreements for compliance with all relevant legal, environmental and occupational health and safety requirements. Effectively liaise and communicate with internal and external customers and stakeholders to deliver program requirements, as identified in the Property Business Plan. Act as a point of contact and provide guidance to internal and external stakeholders by providing technical support and advice in relation to Melbourne Water land. Manage land projects end-to-end on behalf of Melbourne Water, according to the Land Sales Program and the Acquisition Program. Organise project consultancy works on properties, liaising with contractors, obtaining quotes in line 	<ul style="list-style-type: none"> All projects meet corporate and business plan targets, as negotiated with Manager. Plan and track project milestones and deliverables Regularly update Property project information tools. Comply with Customer Service Standards at all times. Meet customer response targets, as defined by customer charters and Property Business Plan.

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with Melbourne Water's Zero Harm Policy.

- Assigning, monitoring and reviewing the work of consultants in the implementation of the Property Sales Program.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Relevant property experience and knowledge in the areas of:
- Land sales and/or acquisitions;
- Briefing, engaging and managing specialist service providers;
- Application of relevant legislation
- Drafting and reviewing internal Policy and Process documents.
- Demonstrated organisational and growth mindset.
- Proven project management abilities, including work flow prioritisation, respond to competing demands, manage multiple activities simultaneously and meeting objectives and deadlines.
- Demonstrated high level of customer service skills and stakeholder engagement.
- Demonstrated health and safety skills with a sound understanding of site safety and experience with managing and identifying risks through Safe Work Method Statements.
- Demonstrated understanding of property management matters, including the application of relevant legislation and government policies, is highly desirable.
- Financial management experience including experience using accounting software to enable monitoring of payments, managing within budgets and debtor management.
- Ability to work autonomously and demonstrate initiative.
- Proven ability of using judgment in identifying problems and searching for appropriate solutions.
- The ability to read and interpret legal agreements, and to simplify complex terminology into plain English.
- Demonstrated experience in identifying and initiating business or process improvements.
- Experience with the Microsoft Office suite of products, Asset Management and Geographical Information Systems (MapInfo).
- Licence to drive a car in Victoria.

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

INTERNAL

- Service Delivery
- Customer and Strategy
- Integrated Planning
- Safety
- Commercial and Technology Services.

EXTERNAL

- Specialist Service Providers
- Other government agencies
- General community

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SALARY RANGE:

- \$86,942 - \$91,929 plus 9.5% superannuation

OTHER COMMENTS:

Location: 990 Latrobe Street, Docklands

Job Level: EA6

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Date: July 2017