



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Senior Coordinator Property Services			
<b>POSITION NO:</b>		903110	<b>CLASSIFICATION:</b>		Band 8
<b>DIVISION:</b>		CEO's Office			
<b>BRANCH:</b>		CEO's Office			
<b>UNIT:</b>		Property Services			
<b>REPORTS TO:</b>		Group Manager CEO's Office			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.*

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*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

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### POSITION OBJECTIVES

- To manage and coordinate the functions and staff of the Property Services Unit within the CEO's Office.
- To provide high level professional advice to Council on lease/licences and property related issues.
- To ensure that Council meets all its statutory and legislative requirements in relation to matters of a property nature.
- To provide support to the Group Manager CEO's Office (GMCEO) and assist in the achievement of corporate objectives and organisational goals.

- To ensure that preparation and monitoring of budget and projections for the Branch are undertaken in a timely and accurate manner.
- To promote teamwork and encourage collaboration and flexibility throughout the organization and with the approval of the GMCEO, to establish of short-term multi-disciplinary teams to identify, analyse and address opportunities and threats facing the organisation.
- Provide guidance, advice and long term strategic planning for Council's property portfolio.

## **ORGANISATIONAL CONTEXT**

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Property Services Branch forms part of the CEO's Office and contributes directly to the achievement of these organisational goals. As a member of the CEO's Office, the incumbent is required to pursue corporate goals through effective team-work within the Branch and with colleagues in other divisions, providing leadership within the Branch and developing sound working relationships with a range of internal and external parties.

## **ORGANISATIONAL RELATIONSHIP**

<b>Position reports to:</b>	Group Manager CEO's Office (GMCEO)
<b>Position supervises:</b>	Property Officer / Administrative Officer
<b>Internal Relationships:</b>	The incumbent liaises with management and staff at all levels within the Organisation and provides high level strategic and operational advice to the Council and senior management on all relevant property issues.
<b>External Relationships:</b>	The incumbent is required to develop and maintain a professional relationship with Government departments and agencies, other municipalities, service providers, staff associations, suppliers, key industry and business groups, community organisations and local residents.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

The incumbent is required to take a leadership role in:

- Accountability to the Group Manager CEO's Office for the overall property management of all commercial and community leases and licences of Council owned or managed Buildings and property.
- Contributing to the development of divisional strategic and business plans for the achievement of financial, human resources, quality management, client service and best practice targets as they relate to Property Services.
- Creating an effective and cost-efficient Property Management Service with committed staff focused on achievement of corporate goals.

- Developing strategic and business plans in line with Divisional objectives, in the following areas of activity:
- Property Management
- Management of Council's Property Portfolio
- Development of leases and licences for Council Properties.
- Directing and managing the provision of the above services across the organisation with a client service and industry best practice focus.
- Ensuring that for all works, services, projects and programs under the control of the Unit Manager that appropriate co-ordination, integrated planning and community consultation is undertaken within timelines.
- Reviewing and streamlining systems and processes within the Branch to ensure flexible and responsive service delivery that meets client expectations.
- Providing high level advice to the Chief Executive and senior managers of the organisation on all significant and important Branch management issues.
- Directing and controlling the Branch's operations and finances to ensure achievement of budgetary and rate-of-return targets.
- Providing a safe working environment in accordance with the Occupational Health and Safety Act 2004.
- Performing any other duties or projects as directed by the CEO or GMCEO from time to time.
- The development of policies and procedures regarding real estate issues (land & buildings).
- Developing and maintaining consultancy services to all departments of Council in relation to the purchase, sale, lease, transfer, licence or rental of real estate.
- Managing the sale and purchase of land and buildings in a manner to maximise the benefit to Council.
- Monitoring analysing and reporting on property financial performance.
- Managing Council's Title and Master Property Register database.
- Ensuring all legislative requirements are met.

## **STRATEGIC PLANNING**

- Assess the need, use and opportunities of the real estate portfolio of Council and for those assets, to ensure they are maximised and provide the best return for Council in the short and long term.
- Assist in the implementation and updating of an Asset Management Plan for Councils buildings and property and be involved with the development of tools to measure the performance of facilities.
- Investigate and implement proposals to maximise Councils' ability to generate income from investment property and other related real estate issues.

## **LIAISON**

- Negotiate with users and potential users of Council facilities in regard to property issues including property ownership inquiries from within Council.
- Carry out consultation and education programs as necessary to ensure the proper use of buildings and property.
- Liaise with Councils' Building Maintenance unit to ensure that all Council properties are properly maintained in accordance with any Council policies and lease, licence or occupancy agreements and managed and to ensure a proactive response to avoidable damage.
- Liaise with other Council units, particularly finance and valuations, to ensure the proper recording of asset, valuation, insurance, lease and license details including AAS27 information and currency of data in the Master Property Register file.

## **INFORMATION SYSTEMS**

- Maintain a register of Council owned property, leases, licenses and occupancy details for AAS27, insurance and legislative requirements etc.
- Be involved with the development of Councils' GIS and asset management system as a means of recording information. Be responsible for the information in databases of Council owned real estate, including the Master Property Register.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### **Accountable to the Group Manager, CEO's Office for:**

- The effective administration of Councils' property portfolio.
- Achievement of Council and branch property goals and objectives.
- Formulation of program objectives, policies and procedures.
- Development of effective working relationships with all stakeholders.
- Contribution to the development of a technological response to information management as it relates to buildings and property.

### **Authority to:**

- Represent Group Manager CEO's Office as required in public forums, Council committees and with Local Government organisations and Government departments.
- Develop and negotiate lease and license agreements.
- Represent Council in discussions with users of buildings.
- Direct that maintenance and associated works be carried out on premises and property.
- Develop, interpret and apply policy and legislation in relation to Council property.

The incumbent is responsible for the delivery of services on a cost competitive basis and is accountable for the financial success of the Branch.

The Unit Manager has authority and freedom to act within broad goals, policies and budgetary guidelines and the provisions of relevant Acts, regulations, codes, and City Council policies. The incumbent fully briefs the Group Manager – Chief Executive Office on significant issues of operational and strategic importance.

Decisions made by the position have substantial effect on the community, the Division and the organisation as a whole.

### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### **Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment

- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage

### **JUDGEMENT AND DECISION MAKING**

The incumbent operates in a broadly regulated environment, receiving little day-to-day management. Such management may be in the form of pre-determined objectives and guidelines or special tasks, projects or assignments. Position objectives are broadly established through Council policy although guidelines, strategies or tactics are often ill-defined or incomplete, allowing for considerable flexibility in interpretation. The position deals with decision-making on complex or unusual issues and is required to develop new policies and procedures to supplement existing policy guidelines.

The position requires problem solving, decision making and policy development in regard to interpretation, assessment and advice relating to real estate issues often in complex situations.

Prepare reports for the Executive team and Council on matters related to buildings and property including rents, charges and real estate purchases and sales.

Monitor, assess and decide action (method, procedure, process) to address all issues associated with property leases and licenses.

Prepare, adapt and recommend policy and policy options in relation to service delivery within the Infrastructure Branch.

### **KEY COMPETENCIES**

- Understanding of the economic, political and social issues relating to the delivery of relevant Branch services and programs in a Local Government environment.
- Commitment to the continuous improvement process.
- Evidence of leadership and motivational abilities in a complex, fast changing, competitive environment.
- Ability to contribute to the strategic direction of the Branch as part of its management team.
- Strong communication and negotiation skills.
- Evidence of commercial/business acumen and a commitment to quality and customer service.
- Facility, Building and Property Management Expertise.
- Understanding of the Building Code of Australia and Essential Safety Measures as they relate to buildings.
- Sound Project Management Expertise.

- Experience in managing the provision of a range of diverse services and programs to the general public.
- Knowledge of current trends, innovations and emerging issues in the provision of relevant Branch services in the Local Government context.
- Experience in managing people, resources and projects in a mid to large size organisation.
- Demonstrated ability in service planning, customer needs identification and service specification.
- Capacity to develop customer/citizen focus in the planning and provision of services.
- Experience in managing change in an environment of resource constraint.
- Experience in organisation-wide policy development and implementation and evidence of a strategic outlook.
- Experience in the use of computers and the implementation of specialist technology in the workplace.
- Demonstrated ability in contract monitoring and management.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge of asset management, particularly in relation to buildings and property.
- Extensive knowledge of lease, licence and rental agreements, property transactions and real estate management.
- High level of computer literacy including knowledge of software appropriate for asset and property management.
- A sound knowledge of legislation relevant to property matters in the State of Victoria.
- Maintain up to date knowledge of the property market and the current methods, procedures and practices. Sound knowledge and skills to undertake preparation of budgets and financial reports.
- Understanding of legal, socio-economic and political contexts.

### **MANAGEMENT SKILLS**

- Highly developed organisation skills including ability to manage time and set priorities to achieve a broad range of outcomes within broad and complex parameters and with minimal supervision.
- Ability to achieve goals and objectives taking account of legislation, market and political constraints and opportunities.
- Ability to manage staff across all levels and skills.

### **INTERPERSONAL SKILLS**

- Skills to work effectively and professionally with colleagues in other Branches to achieve organisational goals.
- An ability to liaise, influence and negotiate with ratepayers, property owners, other statutory authorities and professionals in the property field.
- Highly developed written and communication skills.
- Ability to liaise with counterparts in other organisations and bodies to progress and resolve property issues and matters.
- Well-developed negotiation skills.
- Strong customer service skills.
- Ability to undertake sound research in support of clear and coherent reports.
- Ability to lead, motivate and develop other employees.

## **QUALIFICATIONS AND EXPERIENCE**

- A degree in law, valuations, real estate, or business and/or extensive experience in property and asset management and an understanding/appreciation of working with community organisations and sporting groups or lesser qualifications and experience in property management, is required.
- The skills and knowledge needed for this role are beyond those normally acquired through a degree course and experience in the field of expertise alone.
- Typically, the necessary skills and knowledge would be gained through further formal qualifications in the field of expertise or in management, or through at least four years of experience in another specialized field.
- A current valid driver's licence.
- Experience in managing change and continuous improvement.

### **Highly Desirable**

- Sound understanding of the framework within which local government operates.

## **KEY SELECTION CRITERIA (NO MORE THAN 5 POINTS)**

- Extensive knowledge of property relevant legislation, asset and property management principles and building maintenance requirements, together with broader Council responsibilities related to the above.
- Ability to prepare, negotiate and monitor leases and licences.
- Excellent computer and high level analytical, written, verbal and interpersonal skills with demonstrated experience in database management.
- Sound financial management skills, including the ability to prepare budgets and financial reports.
- Proven experience in being an effective and successful leader and especially being able to work as part of a team and experience in successfully undertaking community consultation in relation to works, services, projects and programs including implementation of a coordinated and integrated planning approach.