**Role Description**

|  |  |
| --- | --- |
| **Role Title:** | Director, Property and Assets |
| **Division/Hospital:** | Development and Property |
| **Department/Unit:** | Property and Assets |
| **Date Created/Reviewed:** | 10 March 2020 |
| **Reports To:** | Chief Development and Property Officer |
| **Level of Accountability:** | Director |
| **Availability:** |  |
| **Internal relationships:** |  |

**Role Purpose**

* To lead the Property and Assets team, including resource management, budget control and overall responsibility for the operatios of:
	+ Property Services
	+ Assets
	+ Campus Services (Car Parks, Childcare, Patient Accomodation, Campus Operations)
* To oversee the management of the state-wide property portfolio of Mater Misericordiae Limited (MML) including the performance of assets over their life-cycle, providing strategic advice and reports to the Mater Executive, CEO and the Board and facilitation of decisions/outcomes;
* To provide leadership in developing and maintaining long-term stakeholder relationships, (non-clinical) revenue streams, and representing Mater Misericordiae Limited interests as Landlord and as Lessee in a manner that supports the Mater’s mission and corporate objectives; and

**Behavioural Standards**

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

**Role Level Accountabilities**

This role is responsible for fulfilling the following accountabilities:

**Self-Accountabilities:** For all Mater people

|  |  |
| --- | --- |
| My Behaviour | * I role-model the values in the way I behave towards others and adhere to organisational behavioural standards at all time
* I translate mission into practice in my behaviour and actions
 |
| My Role | * I am accountable for ensuring that:
* I am clear on the tasks and accountabilities that are associated with my role
* I fulfil any mandatory/professional competency requirements
* I contribute to, and sign off on, my performance objectives and development plan
* I request regular feedback from my manager in order to meet target performance expectations throughout the year
* I carry out my development plan
* I make an active contribution in my role as a team member
 |
| Safety and Quality | * I am accountable for:
* contributing to safe and quality patient/student care and employee safety on every occasion by adhering to the relevant legislation, standards, policies and procedures
* contributing my part to ‘zero harm’ for staff, and ‘zero preventable harm’ for patients
 |
| Client Experience | * I am accountable for:
* contributing to the positive experience of student, patients and visitors to MHS in everything that I do
* providing information to students, patients, carers and consumers that is evidence based, useful and meaningful to them
 |
| Continuous Improvement | * I am accountable for recognising inefficiencies in my role and raising them with my Manager
 |
| Reputation | * I am accountable for representing MHS and being a champion of all that is great about working at Mater
 |

**Role Specific Expectations**

* Lead, manage and direct the MML state-wide property portfolio functions ensuring they are appropriately resourced and that performance expectations are communicated and met. These functions include but are not limited to:
	+ portfolio management
	+ property management, leasing, lease administration, mortgage and Body Corporate management services;
	+ asset management, property condition audits, valuations and input into the development of life-cycle replacement and planned maintenance programs,
	+ asset review and determination of end-of-life strategies such as redevelopment or disposal; and
	+ campus services (including the management of revenue streams in relation to childcare, patient accommodation and car parking).
* Provide expert advice to the Mater Executive, CEO and Board on property and asset management matters including policy development, strategic asset management, property acquisitions and disposals, and operational and financial performance matters affecting the portfolio.
* Provide direct advice to the Chief Development and Property Officer related to:
	+ Development opportunities and business cases;
	+ Program and Asset reconfiguration;
	+ Asset management framework and performance measures;
	+ Risk mitigation strategies to improve the suitability and sustainability of the portfolio.
* Effectively manage and lead a diverse team to create a work environment that encourages staff to develop technical and human resource skills, commit to the mission and values of Mater and promote innovation and continuous improvement.
* Establish and maintain strategic partnerships across Mater and industry to influence the effective management of properties, leases and assets, including:
	+ Working in partnership with Mater’s business development team to attract and retain clinically focussed tenants.
	+ Working collaboratively with local authorities and specialist property consultants to realign assets and identify development opportunities.
* Provide guidance and direction to Property Managers and Body Corporate Officers in preparing management reports and ensuring compliance with relevant legislation. Fulfil Body Corporate responsibilities as nominated representing MML as owner within relevant Body Corporates;
* Lead the development of significant leasing deals; oversee the administration of all leases, subleases, licences and tenancy agreements across Mater campus’ (Mater as Landlord) and represent Mater in the leasing of external properties (Mater as Tenant).
* Proactive participation and valued input to the Development and Property Leadership team.

***Service and Operational Outcomes***

* Provides quality advice to the Chief Development and Property Officer and CEO to ensure they are well informed on matters affecting the Mater property portfolio;
* Develops, assesses and maintains the property portfolio including systems, frameworks, governance, policies and performance regimes
* In collaboration with Mater Leaders and peers, maintains and strengthens strategic relationships with community, universities, professional bodies, commercial entities and government and non-government agencies to inform and enhance service delivery and asset performance
* Analyses business data to inform strategic decisions, respond to issues and trends, and maintains and reports on metrics aligned with the Mater’s strategic and operational plans

***Financial Outcomes***

* Improves operational efficiency and economic performance of assets across the propery portfolio ensuring alignment with corporate strategies and objectives;
* Actively manages budget and the allocation of resource to deliver strong financial performance and achieve financial targets
* Contributes to strategic decision-making and identify opportunities for improved financial outcomes
* Primary responsibilities for the position relate to:
	+ Operating expenses budget of circa $20M
	+ Direct reports of 4
	+ Staffing Establishment of 135
	+ Portfolio Land and Asset value of circa $1 Billion

***Compliance and Risk***

* Manages compliance and risk, in part by ensuring direct reports fulfil mandatory and professional competency requirements, that audits are completed in a timely fashion and endorsed recommendations implemented, and that risks assigned to the Property and Assets team receive prompt and effective action
* Identifies, reports, responds to and rectifies workplace health and safety (WHS) matters

***Interprofessional Leadership***

* Provides leadership, direction and purpose to the Property and Assets team.
* Effectively drive positive cultural change and influences colleagues and peers accordingly
* Collaborates in the development of policies and practices that respond to changing environment
* Ensures development and succession plans are in place and actioned

***Performance and Accountability***

* Delivers on forward asset management programs that have been appropriately planned, resourced and prioritised in line with Mater’s strategy and objectives;
* Ensures direct reports have clear tasks and accountabilities associated with their roles and that these are communicated and understood
* Guides, coaches and provides rapid, respectful, constructive feedback to direct reports in relation to their performance and behaviour
* Consistently and visibly applies the Mater Accountability framework to address inconsistencies in behaviour, practice or performance, including formal performance management of direct reports where required, in order to role-model and strengthen Mater’s cultural focus on accountability and feedback

**Qualifications and Experience**

Essential qualifications

* Qualifications in business, property management, asset management, engineering or project related discipline

Desired qualifications

* Tertiary qualification in business, property management, asset management, engineering or project related discipline

Experience

* Previous experience managing the operations of a large property portfolio and/or delivery of a large program of capital projects.
* Proven experience in a senior management role in a large, complex, geographically diverse and/or commercial environment.
* Proven experience of developing, establishing and maintaining robust relationships with both internal and external stakeholders.

Skills & Knowledge

* Ability to role model and actively promote the Vision, Mission and Values of Mater.
* Demonstrated ability to combine technical, financial and commercial acumen in the development or management of assets.
* Ability to achieve financial/commercial outcomes in line with the corporate strategy.
* Strong facilitation and negotiation skills along with strong decision-making skills.
* Ability to create and develop collaborative work environments where trust, integrity and open communication are valued.