

# **Position Profile**

## **Senior Property & Facilities Advisor**

### **Council Vision**

A safe, healthy, inclusive and prosperous community,  
living and working in harmony with the environment.

### **Purpose**

Building a great community.

### **Culture Brand**

A place people choose to work.

### **Values**

Respect  
Accountability

Innovation  
Teamwork

Customer Driven  
Well-Being

<b>TITLE:</b>	<b>Senior Property &amp; Facilities Advisor</b>
<b>CLASSIFICATION:</b>	<b>Level 6-7 CONTRACT (<i>Dependent on experience &amp; qualification</i>)</b>
<b>POSITION OBJECTIVE:</b>	
<p>To effectively manage Councils property and facilities portfolio, community land and all aspects of property management services by providing expert advice, customer service, system improvement and project management for the property and facilities function.</p>	

## **1. REPORTING RELATIONSHIPS**

- This position reports to the Manager - Property & Facilities
- The position works closely with Property & Facilities team providing coordination, coaching and mentoring.
- The position works closely with external stakeholders.
- There are no staff reporting to this position.

## **2. POSITION DETAILS**

- Identifies, manages, develops and implements strategies for maximum utilisation of Council's real property for the benefit of Council and its community.
- Coordinates the implementation and general contribution to the development of policies and strategies relating to Council properties and facilities.
- Deliver and project manage key projects for the property and facilities function ensuring clarity of scope, stakeholder expectations and constraints.
- Co-ordinates the investigation and implementation strategies for the establishment of new, or redevelopment of existing activity centres.
- Contributes to the development and implementation of Council's strategic planning goals, objectives and strategies.
- Provide senior advice and coaching to the property and facilities team and key stakeholders in relations to technical property issues and customer service.
- Exercise budget responsibility to prepare relevant budgets and monitor expenditure.
- Exercise delegated authority from management and Council for decision making in line with the above duties.
- Responsible and accountable for keeping accurate and complete records of their business activities in accordance with the City of Mitcham's Records Management Policy.
- Protect the environment through supporting "green" work practices.
- Report infrastructure maintenance needs or defects observed during the ordinary course of employment to the manager/supervisor or appropriate authority.
- Proactively contribute to specific change management strategies based on an understanding of the organisational culture.
- Initiate, advocate, lead and be actively involved in continuous improvement initiatives as required.
- Comply with the City of Mitcham's Culture Brand and associated elements and behaviours.

### 3. PERSONAL CRITERIA

#### Qualifications

- Tertiary qualification in Business / Property Management or extensive property management experience. - **essential**
- Holds an unencumbered Australian drivers licence - **essential**

#### Experience & Knowledge

##### **Essential**

- Proficient in the use of information technology including Microsoft Office.
- Experience in the management of complex projects, including scoping, design, stakeholder engagement, and construction.
- Knowledge of relevant legislation such Acts may include but are not limited to the Local Government Act, Lands Act, Subdivision Act, Land Acquisition and Compensation Act, Transfer of Land Act and Retail Leases Act.
- Highly developed interpersonal and negotiation skills, including the ability to effectively communicate, handle difficult situations and complete confidential and high level negotiations both internally and externally to the organisation on sensitive and political issues.
- Demonstrated relevant previous experience working with property, property and facilities management, land management, commercial negotiations, leases and licence issues.
- Well-developed oral and written communication skills with the ability to prepare reports and liaise with other staff members and community members.
- Ability to prepare strategies and policies to guide the management of property and facilities portfolios to meet organisational needs.
- Experience in identifying and establishing process and procedures to improve business efficiencies and effectiveness.

##### **Highly desirable**

- Experience in consultation with the community and Elected Members in regards to complex infrastructure projects and their impacts on the area.
- Awareness of emerging trends and developments in provision and management of commercial, sporting and community facilities, including statutory and legislative requirements, and the ability to translate these into practice.
- An understanding of the workings and responsibilities of Local Government and its interaction with the Community.
- Experience with managing a budget.

#### Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds – **essential**
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**
- Ability to prioritise workload and meet set timelines - **essential**
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions - **essential**

- Ability to be creative, innovative and flexible and readily accommodate change.
- Demonstrated commitment to continual professional and personal development.
- Ability to work independently and as part of a team.
- Ability to share expertise and information freely.

### **Leadership Competencies**

In accordance with the City of Mitcham's Leadership Brand and key behavioural indicators:

- Give timely feedback and recognition.
- Lead change.
- Provide people with a sense of purpose and clear direction.
- Empower and support others to be the best they can be.
- Build trust within teams, across the organisation and with customers.
- Be solutions-focussed.
- Think as one organisation.
- Do what we say we will do.
- Be proactive in communicating.
- Be WHS and risk focussed.

### **4. WORK HEALTH & SAFETY RESPONSIBILITIES**

- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that they are not in such state (due to alcohol or drugs) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of employees.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures and management systems.
- Support and use appropriate consultative structures.

### **5. SPECIAL CONDITIONS**

- A National Police Clearance is required to be undertaken by all new employees and employees appointed to prescribed positions, and will be renewed every three (3) years thereafter.
- Some out of hours work may be required from time to time including attendance at Council meetings, briefings and community meetings.

### **6. ACKNOWLEDGEMENT**

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____



# Building a great community

## A place people choose to work

*To deliver upon our promise to our customers and ourselves,  
we are committed to creating a culture in which we:*

### **ARE VALUED AND SUPPORTED AS INDIVIDUALS**

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for ideas.
- We are flexible and recognise the needs of individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

### **TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES**

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

### **THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS**

- We are open to new ideas.
- We are encouraged/supported to express our ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

### **ARE RESPECTFUL OF OTHERS**

- We respect the uniqueness of individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and ideas of others.

### **ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS**

- We understand that individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

### **WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES**

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

### **ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT**

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

### **ENJOY WORKING TOGETHER**

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

**City of Mitcham Culture Brand and our staff's Personal Contribution Criteria**  
Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.