



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Asset Manager
Department:	Property & Infrastructure
Location:	St. Patrick's Centre, 486 Albert Street, East Melbourne
Employment Status:	Fixed Term Contract - 12 months (*potential to extend)
Reports to:	Manager, Asset Management
Number of direct reports:	Not applicable

2. POSITION PURPOSE

The Asset Manager will work within the Archdiocese's Property & Infrastructure team to plan and deliver a program of property asset optimisation, working with a range of internal stakeholders and external advisors, agents and consultants, and completing a range of tasks, activities and transactions aimed at realising optimal value from the Archdiocesan property portfolio.

DEPARTMENT OVERVIEW

The Property and Infrastructure department advises on an extensive and diverse property portfolio on behalf of the Archdiocese. The portfolio strategy requires the management and delivery of initiatives including real estate transactions, land subdivisions and developments, renovation/refurbishment projects, capital works projects, long-term property strategies and master planning.

3. ORGANISATIONAL DESCRIPTION

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

4. KEY ACCOUNTABILITIES

The Asset Manager will support the *Manager, Asset Management* to plan and deliver a property optimisation program in accordance with the Archdioceses' agreed capital and income raising targets. The role will entail various property-related tasks and activities independently, including:

- a. Developing an overall implementation program for agreed initiatives and tracking/monitoring progress against it.

- b. Obtaining fee proposals from and facilitating the formal engagement of external advisors and consultants, such as solicitors, valuers and town planners, including progressively and proactively managing their deliverables and approving their costs.
- c. Coordinating and facilitating project briefings, meetings and workshops with internal stakeholders and external parties.
- d. Managing all components, with support from consultants, of preparing properties for sale, including strategy development to maximise value, planning permits, procurement and delivery of civil works associated with subdivisions.
- e. Managing some or all components of disposal transactions from start to finish, including working with real estate agents, solicitors and other stakeholders to ensure the smooth execution of each transaction.
- f. Preparing high quality schedules, registers, budgets, briefs, memos, reports and other documentation required to update stakeholders and/or secure CAM approvals for specific property disposal initiatives/transactions and/or the Archdiocese's capital raising program more broadly.
- g. Providing regular reporting to the Executive Team on the status and progress of agreed initiatives.
- h. Being the key contact for internal and external stakeholders on specific property disposal initiatives/transactions.
- i. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
- j. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

5. JOB COMPETENCIES – (SKILLS)

- National Police record check (essential).
- Working with Children Check (essential).
- Current Victorian Drivers Licence (occasional travel around metro and regional Victoria).
- Proven property industry experience dealing with a diverse and complex range of stakeholders.
- Highly motivated, able to take initiative and capable to work to deadlines.
- Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

6. PERSONAL COMPETENCIES – (ATTRIBUTES)

- Support the teachings of the Church and the ethos of the Archdiocese with a motivation to work within the Church environment.
- Sound time-management skills and ability to prioritise.
- Excellent verbal and written, interpersonal, and communication skills.
- High level of attention to detail, quality, and accuracy.
- Ability to prioritise competing tasks and allocate time to be able to achieve long-term projects without compromising on the delivery of day-to-day responsibilities.
- High level of integrity, honesty, and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- Ability to work collaboratively within and across departments, agencies, ministries, and parishes of the Catholic Archdiocese of Melbourne.

8. KEY SELECTION CRITERIA

- Background in Property: Advisory, Management, Sales, Valuations and/or Leasing.
- A minimum of 5 years' experience in developing and delivering asset disposal transactions and/or strategies.
- Capable problem solver with excellent research skills, proficient in finding solutions to property-related challenges.
- Effective communicator who can work with various stakeholders, both internal and external, listening, and understanding their needs while upholding established standards.
- Cooperative and relationship-oriented, valuing interactions with stakeholders, and aware of the sensitivities surrounding religion.
- Self-motivated and detail-oriented individual, capable of independently managing day-to-day tasks and ensuring the successful execution of real estate transactions and related services
- Familiarity with Catholic practices and social teaching is beneficial but not mandatory, as long as the candidate is sensitive to the faith-based aspects of the role.
- Awareness (not necessarily detailed working knowledge) of relevant legislation applying to property-related matters (ie residential tenancies act, retail leases act, sale of land act, transfer of land act).
- High proficiency in the use of IT and software packages including Microsoft Office (Outlook, Word, Excel, Powerpoint) and database applications, with accurate and efficient data entry and extraction/reporting skills.
- Excellent organisational and time management skills.
- Experience in the not-for-profit sector (highly desirable).
- Ability to communicate effectively, both verbally and in writing, with a diverse range of stakeholders.

9. POSITION DESCRIPTION ACKNOWLEDGEMENT

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Asset Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.