



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

## Position Description

Title:	Parish Real Estate Advisor
Department:	Property and Infrastructure
Location:	486 Albert St, East Melbourne
Employment Status:	Permanent, full time
Reports to:	Manager, Parish Property and Infrastructure Director, Property and Infrastructure
Number of direct reports:	n/a

## Position Purpose

The role of the Parish Real Estate Advisor is to provide professional advice and support to Parishes and the Archdiocese of Melbourne relating to real estate assets held by Parishes.

## 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.

## 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.

## Key Accountabilities

1. Provide support and reliable advice on property-related matters under the guidance of the Manager, Parish Property and Infrastructure, and the Director, Property and Infrastructure, engaging with stakeholders on various property issues, including (but not limited to) purchases, disposals, leasing, subdivisions, surveying, valuations, asset management, and transaction coordination."
2. Build collaborative and effective relationships with parishes; building trust and confidence of Parish Priests and parishioners to ensure strong and enduring partnerships.
3. Appoint, collaborate with, and manage external consultants to provide independent advice, such as town planning, legal, valuation, conveyancing, land surveying, heritage, agency etc.
4. Assist in preparing reports and other documentation to obtain internal approvals, working in accordance with CAM processes, delegations and governance structures, ensuring governance processes are supported.
5. Assist in process and preparation of master planning and related land assembly strategies that leads to sustainable infrastructure and financial resources.
6. Respond to general property inquiries from a diverse group of internal and external stakeholders, including the initiation and completion of timely investigations and related analysis.
7. Maintain and manage property systems and records, ensuring accurate and up-to-date documentation of property assets, leases, contracts, and any other relevant property-related data. This includes regularly updating files and database.
8. Assist in building positive relationships with Melbourne Archdiocese Catholic Schools (MACS) to support collaboration between Parish property and MACS school property.
9. Other duties as directed by the Manager, Parish Property and Infrastructure, and Director, Property and Infrastructure.
10. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
11. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

## Job Competencies – (skills)

- National Police record check (essential).
- Working with Children Check (essential).
- Current Victorian Drivers Licence.
- 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.

## Personal Competencies – (attributes)

- Support the teachings of the Church and the ethos of the Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- 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.

## Key Selection Criteria

- Appropriate qualifications associated with real estate advisory, property law and conveyancing, valuations, and property management.
- Sound knowledge within the field of real estate, valuations, lease administration/property administration.
- Awareness of relevant legislation applying to property-related matters (i.e., 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 skills.
- Excellent organisational and time management skills.
- Experience in the not-for-profit sector highly regarded.
- Ability to communicate effectively, both verbally and in writing, with a diverse range of stakeholders.



## Position Description Acknowledgement

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

Employee Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Employee Signature: \_\_\_\_\_