



## CATHOLIC ARCHDIOCESE OF MELBOURNE

### 1. POSITION DESCRIPTION

Position Title:	Property Administrator
Department:	Property & Infrastructure
Location:	486 Albert Street, East Melbourne.
Employment Status:	Part Time (0.8 FTE)
Reports to:	Director, Property & Infrastructure

### 2. POSITION PURPOSE

Reporting to the Director, Property & Infrastructure, the position involves general property administrative functions together with related real estate services on behalf of the Catholic Archdiocese of Melbourne (CAM).

### 3. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

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

1. Provide secretarial and office support services to the Director, Property & Infrastructure, Senior Parish Advisor and Senior Parish Building Advisor. This will include the preparation of correspondence, taking of minutes, maintenance of property records, and receiving & maintain incoming calls.
2. Assist in data base management (development and maintenance) for all records relating to the CAM property portfolio utilising the Greentree Customer Relationship Management (CRM) system.
3. Where required, provide assistance to the Manager and other staff in disposal/acquisition and leasing programs and other development projects.
4. Assist in the updating of policies, circulars, guidelines and documents prepared by the department.
5. Co-ordination of various meetings on behalf of the property advisors.

6. Preparation and collation of property agenda items, reports and documentation for executive monthly, bi-monthly and quarterly meetings, which includes preparation of.
7. Manage and administer leases and any other legal documentation i.e. rental reviews, lease renewals, lease expiry/terminations, surrenders, variations; and coordinate property sales
8. Collaborate with real estate agents, solicitors and valuers to execute the disposal of surplus property
9. Liaise with statutory authorities including local government in the stewardship of property held by the Catholic Church i.e. land tax, council rates, planning permit applications & notices
10. Diary management and preparation of administration requirements for all meetings the Director, Property & Infrastructure attends.
11. Processing of various departmental invoices.
12. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
13. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

## 5. JOB COMPETENCIES – (SKILLS)

- Judgement and Decision Making
  - Ability to assess complex situations and make recommendations or refer to the Director, Property & Infrastructure as required.
  - Ability to make day-to-day decisions to ensure effective provision of property administration or project support.
  - Implement and maintain a high standard for all internal / external communications to reflect CAM values and the Property & Infrastructure professional image through a positive proactive approach.
  - Maintain a high level of confidentiality in all matters.
- Specialist Skill and Knowledge
  - Sound knowledge of property administration requirements, systems and procedures. Property data base management is an absolute strength required.
  - Sound knowledge within the field of real estate, valuations or property management.
  - The incumbent shall confer readily with external consultants including solicitors, town planners, surveyors, engineers, real estate agents, architects etc and a broad knowledge of their role is required in order to interpret and communicate this information with our parishes, schools and colleges.
  - Well-developed computer literacy skills with knowledge of Microsoft Software and other general office software systems
- Management Skills
  - Well-developed decision making skills and an ability to work with minimal supervision within expected project outcomes and reporting requirements.
  - Ability to report to the Director, Property & Infrastructure and other senior staff across the organization to fulfill project outcomes and reporting requirements.
  - Able to set realistic priorities and meet deadlines within a complex and changing environment.
  - Demonstrate an ability to work as part of a team.
  - Ability to research, analyse and report on property issues as required.

- Interpersonal Skills
  - Provide a high level of customer service, both internally and externally in a professional and courteous manner.
  - Excellent communication skills, both written and oral with a high level of attention to detail.
  - Ability to discuss and resolve problems and maintain professional responses under pressure.
- Other Mandatory requirements
  - National Police record check (essential)
  - Working with Children Check (essential)
  - Current COVID-19 Vaccine Certificate (essential)

## 6. PERSONAL COMPETENCIES – (ATTRIBUTES)

- A strong commitment to the values and teachings of the Catholic Church and ethos of the Archdiocese with a motivation to work within a local and national Church environment.
- Sound time-management skills and ability to prioritise.
- Excellent interpersonal, verbal and written communication skills.
- High level of attention to detail, quality and accuracy.
- Ability to multi-task and work quickly and efficiently.
- 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 and its partners.

## 1. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

**2. POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Property Administrator. 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 \_\_\_\_\_

Date \_\_\_\_\_

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