

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Manager Property Services

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

|                                    |                                                                                                                                                                                       |                 |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Directorate:                       | Infrastructure Services                                                                                                                                                               | Level: Contract |
| Reports to:                        | Director Infrastructure Services                                                                                                                                                      |                 |
| Supervision of:                    | Coordinator Property Services<br>Property Maintenance Officer<br>Cleaners                                                                                                             |                 |
| Significant Working Relationships: | Infrastructure Services Leadership Team<br>Finance Team<br>Contractors, Consultants and Developers<br>State Government and Utility Authorities<br>Community Members, Property Lessees |                 |

### 2. Position summary

The Manager Property Services provides strategic and operational leadership for the Shire's property portfolio, ensuring all Shire-owned and managed buildings and facilities are planned, maintained, developed and operated effectively, safely, and in compliance with relevant legislation.

This position leads the delivery of the Shire's property services, including building maintenance, leasing, and capital works relating to physical buildings. It ensures that buildings and facilities support community and organisational needs through proactive maintenance, efficient asset utilisation, and sound financial management.

### 3. Community strategic objectives



### 4. Our values

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### 5. Key duties and responsibilities

| Key functions                       | Specific duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Property Leadership       | <ul style="list-style-type: none"><li>• Manage the Shire's asset management framework, ensuring asset data integrity, lifecycle planning, and integration with service plans.</li><li>• Lead the development and review of Asset Management Plans and the Asset Management Strategy in alignment with the Corporate Business Plan.</li><li>• Ensure condition assessments, renewal modelling, and asset valuations are current and support long-term financial planning.</li><li>• Drive continuous improvement in asset data governance and reporting through the Coordinator Assets.</li></ul> |
| Property Operations and Maintenance | <ul style="list-style-type: none"><li>• Lead the development and implementation of annual and long-term maintenance programs for all Shire buildings.</li><li>• Oversee the delivery of reactive and planned maintenance works, including building refurbishments and renewals.</li><li>• Ensure the timely response to property-related service requests and building maintenance issues.</li><li>• Manage cleaning and minor works programs across facilities.</li></ul>                                                                                                                       |
| Capital Works and Project Delivery  | <ul style="list-style-type: none"><li>• Oversee the planning, design, and delivery of small to medium capital projects related to buildings and facilities.</li><li>• Ensure projects are delivered on time, within scope, and within budget.</li></ul>                                                                                                                                                                                                                                                                                                                                          |

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|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | <ul style="list-style-type: none"> <li>• Provide direction and support to project staff and contractors in delivering high-quality and safe project outcomes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Leasing and Property Administration       | <ul style="list-style-type: none"> <li>• Oversee the management of leased properties and ensure compliance with lease terms, maintenance obligations, and insurance requirements.</li> <li>• Work collaboratively with the Coordinator Governance and Risk on lease documentation and property-related risk management.</li> <li>• Support effective utilisation of community and operational buildings through equitable and transparent leasing and licensing arrangements.</li> </ul>                                                                                                                                                                                                                                                                                                 |
| Financial and Governance Responsibilities | <ul style="list-style-type: none"> <li>• Monitor the financial performance of the Infrastructure Services portfolio against service plans and budgets.</li> <li>• Ensure compliance with procurement, funding, and governance frameworks.</li> <li>• Identify and manage financial risks and report emerging issues to the Director Infrastructure Services.</li> <li>• Prepare grant submissions, acquittals, and funding reports in collaboration with Coordinator.</li> </ul>                                                                                                                                                                                                                                                                                                         |
| Leadership and Management                 | <ul style="list-style-type: none"> <li>• Lead the Property Services team, fostering a culture of collaboration, accountability, and continuous improvement.</li> <li>• Provide direction, mentoring, and professional development to the Coordinator Property, Project Managers, Leasing Officer and Property Maintenance Officers.</li> <li>• Contribute to strategic planning, ensuring alignment between infrastructure programs and the Shire's Council Plan, Service Plan and other integrated planning documents.</li> <li>• Promote safe, efficient, and customer-focused service delivery across all functional areas.</li> <li>• Develop and implement policies, service plans, and performance measures to drive continuous improvement and operational excellence.</li> </ul> |
| Representations                           | <ul style="list-style-type: none"> <li>• Provide background information as required to the Shire's legal representative on appeals and court matters where required.</li> <li>• Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure that the business unit remains</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |

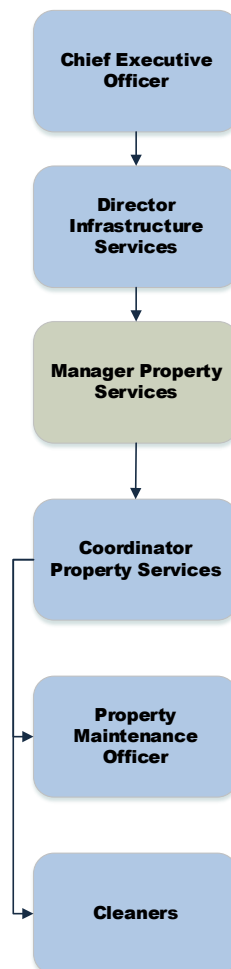
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | informed and where appropriate participates in the processes which may impact on its activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Governance                | <ul style="list-style-type: none"> <li>• Review and develop business unit policies, plans, manuals and management guidelines.</li> <li>• Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Director of the progress in the implementation of activities.</li> <li>• Review and implement the risk management plan framework for business unit activities.</li> <li>• Ensure all decisions made and directives given by the Director relating to the business unit are acted upon.</li> </ul>                                                                                                                                                                                                   |
| Human resource management | <ul style="list-style-type: none"> <li>• Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees.</li> <li>• Lead and develop the business unit in such a manner that an environment of success, energy, professionalism and a culture of innovation is evident to all.</li> <li>• Implement best practice human resource management and ensure employees within the business unit are accountable for their performance.</li> </ul>                                                                                                                                                                                |
| Work Health and Safety    | <ul style="list-style-type: none"> <li>• Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices.</li> <li>• Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the business unit employees and volunteers.</li> <li>• Ensure the application of the relevant policies, procedures and systems with regards to the <i>Work Health and Safety Act 2020</i>.</li> <li>• Maintain the Asbestos Register for Shire properties and ensure all changes are entered timeously as works are completed and inspections are concluded.</li> </ul> |
| Other                     | <ul style="list-style-type: none"> <li>• National Crime Check.</li> <li>• Current “C” Class Drivers Licence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Organisational            | <ul style="list-style-type: none"> <li>• Create and capture records of work activities in line with policies and procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions

## 6. Extent of authority

- The position operates under the broad direction of the Director Infrastructure Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Tertiary qualifications in property management, building construction, architecture or project management, or significant relevant experience.
2. Demonstrated experience in managing property portfolios and building assets.
3. Proven experience in planning and delivering building maintenance and building-related capital works programs.
4. Sound understanding of the Building Code of Australia, WHS legislation, and building compliance requirements.
5. Strong leadership and people management skills.
6. Excellent communication and stakeholder engagement abilities.
7. Proven financial management and budgeting experience.
8. High-level computer literacy, including asset and property management systems.

### Desirable

1. Experience in Local Government property management.
2. Experience in leasing and contract management.
3. Knowledge of local government frameworks, policies, and procurement procedures.