

Position Description

Manager Property

Position Title:	Manager Property	Directorate:	Environmental Services
Position Number:	100008	Department:	Property
Employment Status:	Full-Time	Position Type:	Indoor Employee
Employment Type:	Permanent	Location:	374 Main Road, Glenorchy
Classification Structure:	Contract		

PRIMARY PURPOSE:

The primary function of the **Manager Property** is to lead the Property Department to ensure the efficient and effective delivery of Council's property programs including leasing and licensing, land disposals, capital projects, and property administration in accordance with relevant legislation and regulatory requirements. The role is also responsible for overseeing the maintenance of Council's property portfolio to ensure assets are compliant, safe, and fit for purpose in line with Council, Work Health and Safety (WHS), and compliance standards.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Manager Property** reports to the **Director Environmental Services** for all operational and management matters.
- This position manages the Property Assets Coordinator, Property Coordinator and their respective reports.
- The role is a key contributor to the Property Team and will liaise with the Chief Executive Officer, Directors, Managers, Elected Members and all other employees of Council.

2. External:

- The **Manager Property** will liaise with external stakeholders such State and Federal Government Departments, consultants, contractors and statutory authorities, members of the general public, tenants, ratepayers, residents, visitors and contractors to the City of Glenorchy.

PERFORMANCE STANDARDS

Dimension	Behaviours
Leadership	<p>Trust - Engender a feeling of safety for your team by being trustworthy, communicating clear expectations and modelling our Council values.</p> <p>Direction - Establish and affirm a shared vision and shared values and set clear goals.</p> <p>Learning - Promote a learning culture and continuous improvement with openness to new ideas and changing opinions and provide safety for trial and error.</p> <p>Growth - Nurture growth by trusting, delegating, developing, and enabling your team.</p> <p>Team - Build team connection and belonging with open communication and a sense of common purpose.</p>

Dimension	Behaviours
Achievement	<p>Progress - Satisfactorily achieve Annual Plan and CEO KPIs for matters within your area of responsibility, having regard to:</p> <ul style="list-style-type: none"> ▪ factors that may have impeded or benefited achievement ▪ your management of that risk ▪ your learnings
Contribution	<p>Contribution activities - Contribute to the collective goals of the organisation, including through contribution to:</p> <ul style="list-style-type: none"> ▪ work teams ▪ work in Council meetings and workshops ▪ cross-department collaboration ▪ financial management ▪ customer service ▪ work health and safety ▪ status reporting
Growth	<p>Development - Undertake formal and informal development activities to grow your leadership capability.</p>

Accountabilities and Responsibilities	
Manager Property	<ul style="list-style-type: none"> ▪ Oversee all property leasing, licencing, acquisition and disposal activities to ensure compliance with relevant legislation, Council plans, policies and directives. ▪ Oversee the maintenance of Council's property portfolio to ensure assets are compliant, safe, and fit for purpose in line with Council, Work Health and Safety (WHS), and compliance standards. ▪ Ensure transparent and equitable processes to deliver fair outcomes for Council, the community and stakeholders. ▪ Support internal and external audits and ensure adherence to risk management and probity standards. ▪ Manage the operational and financial performance of the Council's property programs. ▪ Ensure accurate property records are maintained and ensure up-to-date reporting. ▪ Review, prepare and present timely reports for the property programs, including Executive Reports, and Council Meeting reports. ▪ Provide strategic insights, issue analysis and recommendations to inform decision-making. ▪ Support Council's strategic and operational planning through data-driven property management insights. ▪ Manage, monitor and report on significant financial resources and budgets related to property revenue, expenses, property sales, and capital projects.

Project, Program and Contract Management	<ul style="list-style-type: none"> ▪ Oversee Property's capital renewal and new works programs to ensure delivery within approved budgets, timeframes and quality standards in line with Council priorities and asset management plans. ▪ Plan, develop, and coordinate resources including staff, materials and contractors to achieve project outcomes. ▪ Identify and secure external funding to support strategic and operational initiatives. ▪ Oversee the preparation and management of funding applications, ensuring reporting, and acquittals are in line with agreed funding requirements. ▪ Oversee and direct procurement activities including scoping, tender preparation, contract negotiation, and supplier engagement, ensuring compliance with Council policies and legislation. ▪ Ensure project controls and registers are maintained to support effective project management. Monitor milestones, budgets, risks, and dependencies, and apply mitigation strategies where required. ▪ Collaborate with internal teams and external stakeholders to define project scope, deliverables, and success criteria. ▪ Ensure effective monitoring and reporting on project progress and performance including major projects through Council's Project Control Group (PCG). ▪ Promote continuous improvement by reviewing project outcomes, capturing lessons learned and implementing process enhancements.
Leadership & People Management	<ul style="list-style-type: none"> ▪ Provide leadership and overall management of all members in the Property team, fostering open communication, regular team engagement, and a high-performing, collaborative culture. ▪ Manage team performance by setting expectations, addressing issues promptly, and implementing development plans to support continuous improvement. ▪ Develop and manage team budgets in accordance with Council policies, procedures, and financial controls. ▪ Develop and maintain succession planning and appropriate documentation for all positions. ▪ Support the Executive Leadership Team in the development and implementation of strategic policy. ▪ Ensure staff activities deliver timely, high-quality, and customer-focused outcome.
Strategy & Policy	<ul style="list-style-type: none"> ▪ Formulate, implement, and review Council strategies and policies relating to property management. ▪ Provide guidance and direction to Council and officers on matters relating to property management. ▪ Monitor and evaluate current strategies, policies, and procedures to ensure they remain relevant, effective, and aligned with best practice. ▪ Research trends and innovations in local government. ▪ Communicate and implement strategies, policies, and procedures effectively across the organisation.
Financial Management	<ul style="list-style-type: none"> ▪ Monitor and manage financial performance, budgets, and expenditure within the property department. ▪ Prepare and submit corporate reports, variance reports, and Council reports in a timely manner. ▪ Code transactions and maintain proper documentation.

	<ul style="list-style-type: none"> ▪ Ensure compliance with Council's Code for Tenders and Contracts and purchasing policies, including preparing tenders, obtaining quotes, and raising purchase orders. ▪ Collect data on the condition, financial performance, and service delivery of Council's properties.
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all Council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication. ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner. ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Ensure adherence to Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) when internal and external resources are working on Council assets.

	<ul style="list-style-type: none"> ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
--	--

Key Selection Criteria	
Essential Qualifications	<ul style="list-style-type: none"> ▪ Tertiary qualification in Property, Law, Business, or a related discipline (and/or equivalent experience in a relevant field).
Desirable	<ul style="list-style-type: none"> ▪ Experience working in Local Government.
Licences	<ul style="list-style-type: none"> ▪ Current registration to work with vulnerable people (RWVP), or the ability to obtain. ▪ Drivers Licence.
Skills and Experience	<ul style="list-style-type: none"> ▪ High level skills and extensive experience relevant to the Property Manager role, with a demonstrated ability to effectively manage complex property matters, including leasing and licensing, land disposals, capital projects, property administration, and facility maintenance. ▪ Strong verbal, written communication and negotiation skills with a range of internal and external stakeholders, including high-level report writing skills, and experience leading complex negotiations. ▪ Proven ability to develop and implement strategy and policy and manage work plans for a team or sections. ▪ Proven financial skills and the ability to monitor and achieve budget targets. ▪ Exceptional attention to detail with the ability to prepare, review, and manage documentation, reports, systems and data. ▪ Strong organisational and time management skills with the ability to manage multiple complex projects at the same time.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:

Employee Signature:

Date:

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge



WE DELIVER

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community