



Position Title:	Property and Assets Manager	Position No:	CF47
Group:	Corporate Services	Service Area:	Property and Assets
Reports to:	General Manager Corporate Services	Direct Reports:	Senior Assets Management Officer (CF25), Fleet Coordinator (CF13), Procurement Officer (CF42).
Classification Level	Management Tier 2		
Location:	Darwin		
Date Approved	March 2026		
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Service Area Manager for Property and Assets provides leadership and accountability for the effective management of property, asset and fleet portfolios. The Service Area integrates these functions to support organisational operations across multiple locations, including remote environments.

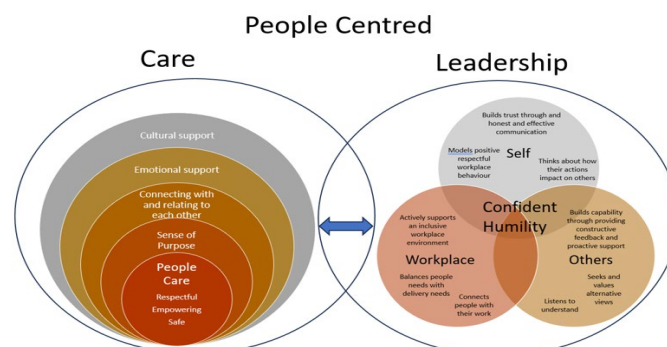
The role is responsible for the operational performance, governance, and financial management of these functions, ensuring these services are delivered in a coordinated, compliant and efficient manner to support organisational operations.

The position translates organisational and group-level priorities into practical service area plans and oversees asset lifecycle management, property operations and fleet services to ensure assets are safe, fit-for-purpose and aligned to operational requirements across urban and remote environments. The role contributes to organisational planning by informing infrastructure, asset and accommodation approaches that support regionalisation and remote service delivery models.

KEY RESPONSIBILITIES

LEADERSHIP

- Provide operational leadership across the Property and Assets Service Area.
- Lead and manage direct reports and functional leads across asset, property and fleet services.
- Promote accountability, consistency and effective service delivery practices.
- Contribute to a positive team culture aligned with the NLC People Centred Care and Leadership Model.



STRATEGY AND PLANNING

- Translate group and organisational priorities into Service Area work plans and operational priorities.
- Oversee development and implementation of asset lifecycle plans, maintenance programs and capital works schedules.

- Identify emerging asset, infrastructure and fleet requirements and provide advice to the General Manager Corporate Services.
- Contribute to planning and prioritisation of property, housing and infrastructure requirements to support regional and remote service delivery.
- Provide input into long-term asset and infrastructure planning and prioritisation to ensure alignment with organisational service delivery models.
- Contribute to budget planning, capital planning and service area forecasting.
- Support continuous improvement of systems, processes and planning approaches across the Service Area.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS AND ADVOCACY

- Actively manage key stakeholder relationships across service areas to support coordinated service delivery outcomes.
- Manage relationships with contractors, suppliers, insurers and service providers.
- Support resolution of operational issues relating to property, assets and fleet.
- Ensure service responsiveness to organisational requirements across locations.
- Provide advice that informs organisational decisions regarding infrastructure, asset investment and service delivery approaches across regions.
- Manage complex or sensitive stakeholder matters within authority frameworks.
- Escalate significant or reputational risks to the General Manager Corporate Services

SERVICE DELIVERY

- Ensure asset, property and fleet services are aligned to and support evolving organisational service delivery models, including regionalisation and remote operations.

Asset and Property Management

- Oversee asset lifecycle management, including acquisition, maintenance, utilisation and disposal.
- Oversee property operations including maintenance, repairs, compliance and capital works coordination.
- Ensure asset registers, property records and maintenance programs are maintained and aligned to organisational requirements.

Fleet and Mobile Asset Management

- Oversee management of fleet assets including vehicles, vessels and mobile equipment.
- Ensure fleet assets are maintained, compliant and fit-for-purpose to support operational and remote service delivery requirements.
- Monitor utilisation and condition to inform replacement planning and operational efficiency.

Procurement and Service Delivery

- Oversee procurement and contract management for asset, property and fleet-related services.
- Monitor contractor and supplier performance to ensure delivery to agreed standards and timeframes.
- Monitor service delivery performance and resource utilisation across the Service Area.

Compliance, Risk and Reporting

- Ensure services operate in accordance with relevant legislative, policy, insurance and safety requirements.
- Identify and manage operational risks associated with assets, property and fleet.
- Ensure timely and accurate reporting on service area activities and performance.

PEOPLE MANAGEMENT

- The Service Area Manager is accountable for workforce performance, leadership capability and organisational culture within the Service Area and operates within the Management Levels of Authority. The role is accountable for:
 - Leadership and performance management of all direct reports.
 - Service Area workforce planning, capability development and succession planning.
 - Determining Service Area workforce structures within approved establishment.
 - Oversight of recruitment, appointment and establishment decisions within delegation.
 - Managing complex conduct and performance matters within delegation.

- Implementing organisational people strategy and culturally safe practice across the Service Area.
- Contribute to organisation-wide workforce planning relevant to portfolio scope.

WORK HEALTH AND SAFETY

- Lead by example in promoting a safe, healthy and culturally safe work environment.
- Maintain Service Area compliance with the NLC WHS Management System and legislative obligations.
- Ensure WHS responsibilities are implemented across the Service Area.
- Monitor WHS performance and address systemic or emerging risks.
- Oversee response to significant incidents within delegation and escalate significant WHS risks as appropriate.

AUTHORISATIONS & ACCOUNTABILITIES – INFORMATION SECTION

Financial Authorisation - Band 4

- Approve operating expenditure within the Service Area budget and Financial Authorisation (Band 4).
- Approve procurement and capital expenditure within the approved budget and Financial Authorisation.
- Monitor Service Area budget performance and financial risk.
- Contribute to organisational budget development and forecasting.
- Ensure compliance with Financial Authorisations Policy.

Governance Accountability

- Accountable for Service Area compliance with statutory, legislative, funding and policy requirements.
- Accountable for accurate reporting and maintenance of effective internal controls.
- Accountable for identification and management of Service Area strategic and operational risks.
- Escalate enterprise or systemic risks to the CEO or General Manager as appropriate.

Decision-Making Authority

- Exercise independent judgement within governance and delegation frameworks.
- Determine Service Area operational priorities and resource allocation within approved budget.
- Interpret and apply policy at Service Area level.
- Escalate matters beyond delegation or enterprise impact.

SERVICE AREA LEADERSHIP CAPABILITY FRAMEWORK

Accountability and Execution		
Capability	Manage complex and non-complex Service Area priorities at a using contemporary (proactive) and traditional (reactive) approaches to service delivery	
What this looks like	<i>Provide a strategic level of specialist, professional and/ or technical expertise to primarily internal stakeholders on potentially complex, sensitive and contentious matters. Drive a shared sense of purpose and accountability for outcomes across the Service Area.</i>	<i>Translate organisational strategy into operational goals, encouraging innovative thinking and collaborative problem-solving to support forward-looking decisions and effective outcomes. Ensure service delivery complies with relevant policies, regulations, and legislative requirements.</i>
Collaboration and Influence		
Capability	Establish and foster collaborative relationships with internal and external stakeholders	
What this looks like	<i>Builds and sustains relationships with a network of key people internally and externally, leveraging influence to guide and shape decisions. Recognises shared agendas and works toward mutually beneficial outcomes.</i>	<i>Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints; finding opportunities to share information towards collaborative decision making.</i>
Planning and Direction		
Capability	Assess and explore various opportunities and mitigate or resolve obstacles to accomplish department goals that sustainably support the organisational strategic objectives.	
What this looks like	<i>Considers the impacts of a wide range of issues, capitalises on the expertise and knowledge to anticipate, prioritise and develop business plans using integrated and risk-based methods.</i>	<i>Monitors ongoing service performance, responding to change and uncertainty in a positive and flexible manner, with an approach of continuous improvement.</i>
People-Centred Leadership		
Capability	Model, lead and foster a workforce with shared values, based on proactive wellbeing, inclusivity and safe work culture.	
What this looks like	<i>Lead a culture that that prioritises the well-being of a diverse workforce. Model and lead a high-performance while navigating cross-cultural dynamics, maintaining values, conduct and performance standards.</i>	<i>Acts professionally and impartially at all times and operates within the boundaries of organisational processes. Encourages continuous learning, gives timely praise and recognition and addresses conflict and performance issues to ensure fair, equitable and sustainable outcomes.</i>
Judgement and Discretion		
Capability	Lead and foster effective decision making, taking onto account organisational risk in accordance with established management and governance systems.	
What this looks like	<i>Undertakes objective, critical analysis and distils the core issues. Presents logical arguments and draws accurate conclusions. Anticipates and seeks to minimise risks. Breaks through problems and weighs up the options to identify solutions.</i>	<i>Exercise sound judgement and discretion in complex and sensitive situations, balancing competing priorities and making decisions that reflect the best interests of the organisation and its stakeholders.</i>

Our Land, Our Sea, Our Life

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum five (5) years' relevant practice in asset, property, facilities or fleet management within a complex organisational environment.
- Leadership of staff and coordination of operational service delivery, including allocation of work and oversight of day-to-day functions.
- Contractor and supplier management, including procurement processes, contract administration and performance monitoring.
- Budget oversight, including monitoring expenditure and contributing to planning and forecasting activities.
- Application of governance, compliance and risk management practices within asset, property or facilities environments.
- Planning and coordination of maintenance, asset lifecycle or capital works activities, including managing competing priorities.
- Use of asset, property or fleet management systems, including maintaining accurate records and reporting information.
- Effective communication skills, including report preparation and stakeholder liaison.
- Ability to work in a cross-cultural environment, including engagement with Aboriginal people and communities.
- Current NT Driver's Licence.

DESIRABLE REQUIREMENTS

- Understanding of statutory frameworks relevant to the NLC's functions.
- Relevant qualification in asset management, facilities management, engineering, business or a related field.
- Exposure to remote or regional operations, including management of dispersed assets and service delivery challenges.
- Knowledge of legislative or operational frameworks relevant to the Northern Land Council.