

Position Description

Position:	Property Portfolio Manager
Reports to:	Head of Network Enterprises
Agency:	churches of Christ in NSW & ACT
Location:	Level 3, Building B, 1 Homebush Bay Drive Rhodes, Hybrid (WFH)
Last Reviewed:	October 2024

Position Overview

The role is responsible for the property portfolio managed by churches of Christ in NSW Conference (known as “CCNSWACT Properties”). This includes oversight of maintenance, leasing, capital works, project management and property optimisation through proactively analysing the best utilisation of the property assets taking into consideration churches of Christ’s Vision, Mission and Objectives.

The role reports to the Head of Network Enterprises and is required to work in partnership with the Network Resource Team (NRT) of churches of Christ in NSW, Churches of Christ Property Trust, NSW Conference Executive and other CCNSWACT Agency stakeholders as required.

The role is responsible for both CCNSWACT property portfolio and church stakeholders in relation to ministry objectives in utilising real property assets and facilities. This will include the brokering of property related services through consultants and contractors which could include items such as feasibility analysis and exploration of opportunities for highest and best use of the assets, project management services and assisting churches with property maintenance and compliance matters.

At all times the holder of the position will refer to the most appropriate utilisation of beneficially owned property assets by taking into consideration ministry needs, community demand, and financial feasibility as well as the CCNSWACT Property Asset Plan and CCNSWACT Vision, Mission and Objectives.

The position is the key operational team member and will be involved in the management of Church partnerships, Church Grants and assist in the evaluation and review of current church projects and investigating new partnership and project opportunities.

The role is also responsible for ensuring that services are provided in a manner consistent with the mission, philosophy and values of CCNSWACT.

Key Stakeholders

Reports to:

- Head of Network Enterprises

Key relationships:

- CCNSWACT Agency stakeholders
- CCNSWACT Network Resource Team (NRT)
- Churches affiliated with churches of Christ in NSW
- Contractors and Consultants
- Tenants and License Holders

Directly responsible for the following staff:

- Property & Grants Administrator

Key Responsibilities

Strategy

- Implementation of the CCNSWACT strategy for conference governed properties in NSW.
- Ensure strategic positioning of all property assets in regard to CCNSWACT Vision, Mission and Objectives.
- Manage strategic partnership for the repositioning of property assets.
- Alignment of property assets to achieve strong financial outcomes.
- Identify property asset opportunities to strategically integrate co-located business opportunities.
- Increase collaboration with “for purpose” organisations that align with CCNSWACT Vision, Mission and Objectives.

Asset and Facility Management

- Implement and oversee leasing, licensing, renting and asset management arrangements on an asset-by-asset basis.
- Ensure governance and compliance with appropriate regulatory frameworks (depending upon asset and asset class). This includes but is not limited to residential leasing compliance and commercial leasing compliance and fire and life safety.
- Optimise the financial performance of CCNSWACT leases, rentals and associated CCNSWACT properties.

Project Management

- Oversee and facilitate church property related projects, including (but not limited to) construction, fit out and refurbishment.
- Manage leasing of assets, market appraisals and valuations (property and insurance).
- Support churches across the CCNSWACT network in the areas of property redevelopment, project management, maintenance and compliance.
- Proactively manage consultants and costs.

Compliance and Governance

- Proactively manage, educate and communicate compliance matters related to Property Assets both for CCNSWACT and our Church Network.
- Ensure the highest of governance practices are in place for the management of property assets
- Deliver results and outcomes within a specified and strict budgetary framework.
- Develop annual budgets for all property assets and manage all expenditure to that approved budget process.

Stakeholder Engagement, Communication and Management

- Engage and liaise with a diverse range of church stakeholders.
- Facilitate collaborative discussions and engagement across different CCNSWACT Agencies.
- Set and manage (on an ongoing basis), the expectations around property specific projects through proactive and clear communication.
- Research and recommend appropriate policies and procedures for CCNSWACT Properties
- Oversee the Grants Assessment Committee (GAC) functions, staff and subcommittee members, chair and reporting functions to the Conference Board.

Mission & Ethos Alignment

- Facilitate the implementation of the appropriate aspects of the CCNSWACT ministry strategy in relation to CCNSWACT agencies, partners and projects.
- Participate in the CCNSWACT team, providing input and feedback into strategic plans and discussions.

Other responsibilities

- Proactive engagement in an ongoing learning and development plan of education and life-long learning.
- Participate in staff development and team meetings.
- Ensure highest level of confidentiality of all information within the workplace, in compliance with set expectations and the organisation privacy policy
- Model the values of CCNSWACT in day-to-day work, including interactions with the leadership teams, colleagues, clients, and stakeholders.
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- Other duties as required by the Head of Network Enterprises
- Travel as required.

Key Selection Criteria

- Experience in the management of a diverse group of stakeholders.
- A working knowledge of the development process and standards including (but not limited to) the Building Code of Australia.
- Demonstrated experience in the oversight and management of facilities and real property assets.
- Demonstrated experience in project management in relation to property-based projects.
- Ability to liaise effectively and work collaboratively with and obtain the respect and trust of a range of stakeholders including CCNSWACT NRT Team, the Churches of Christ Property Trust and NSW Conference Executive.
- Working knowledge of the development process and standards including but not limited to the Building Code of Australia.

- Working knowledge of relevant legislation, including building, planning and accreditation standards relevant to the sector.
- Demonstrated budget planning and monitoring experience, including analysis and monitoring of costs.
- Highly developed communication skills (both verbal and oral) with a demonstrated ability to engage and communicate with a diverse range of stakeholders.
- Current NSW Driver's License and willingness to undertake regular travel across the sites under management.
- Possess a current national Criminal History Check suitable for aged care or willingness to obtain one.
- Demonstrated ability to work effectively within a Christian context and be supportive of CCNSWACT philosophy, vision and values.