



Position Description

**Asset Manager
Wesley Property
June 2019**

Agreement

Signed – Executive Manager

Signed – Asset Manager

Date

Date



Asset Manager

Wesley Property

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley Property

The Wesley Property team has three key responsibilities to Wesley Community Services Senior Leadership Team, Ministry & Mission, various Groups, Committee's and Board:

- 1 appropriately consult with and advise with respect to policies relating to:
 - property purchasing / selling / leasing
 - building projects
 - compliance with relevant law, regulations, Wesley Mission policies and safety requirements to ensure that all properties are 'fit for purpose' for clients and our people
 - planning and construction of new buildings and leasehold assets
 - refurbishment of existing buildings
 - capital building maintenance and replacement of major plant and equipment
- 2 manage and oversee specific properties referred or delegated but not under the management or control of any other body
- 3 Maintain the reliability of the all property data for Wesley Mission properties. This includes property registers, databases, valuation, predictive modelling and property project accounting systems.



3 Overview of role

This role is responsible for; asset management, maintenance planning, property programs of works and property enhancement projects. This role works across the entire organisation responsible for coordinating a range of property asset and facility management tasks and projects.

4 Relationships

Reports to: Executive Manager, Wesley Property

Supervises: Senior Project Managers x 2
Project Manager
Project Co-ordinator
Property Program Officer
Facility Officer (temporary)
Administration Officer (shared within Team)

Key relationships: Chief Operating Officer
General Manager, Wesley Corporate
Group Executive Manager
Wesley Mission teams, committees, networks and boards
Other relevant organisations outside Wesley Mission, e.g. Uniting Church, government departments, service providers, industry organisations, corporate and commercial companies

5 Major role responsibilities

5.1 Our clients

- In collaboration with the Executive Manager, Wesley Property and the Senior Leadership Team, develop a robust Strategic & Property Management Plans that meets key business outcomes including growth of existing services, enhanced management efficiencies and service improvements.
- implement the asset management objectives of the approved Wesley Mission Strategic Plan in conjunction with the Service Delivery and Operational business plans ensuring that each group are supported in with property advice that delivers 'fit for purpose' property that is safe and compliant for our people and clients
- demonstrate clear understanding of business implications of corporate reforms and industry directions and ensure property related strategies are implemented to position services for development and growth

5.2 Our people (our team)

- set the tone for positive team culture, articulating and promoting the organisation's purpose, values and strategic direction



- effectively communicate the need for change and engage team members in positive transformation of the organisation and services
- collaborate beyond portfolio boundaries to achieve results and maximise opportunities for integration of services
- drive the alignment of structure, performance management, learning and development strategies to continually improve staff performance
- maintain effective and productive workplace relations
- educate, inform and guide the team to deliver 'fit for purpose' property that is safe and compliant for our people and clients
- ensure position descriptions for all staff are kept up-to-date and provide staff with clear role expectations, career training, development and career growth opportunities
- ensure annual Employee Contribution and Development plan process for all team members and develop action plan to ensure key performance indicators from plan are met
- develop and document carefully considered business cases in consultation with the Group Executive Managers, Executive Manager, Wesley Property and relevant personnel, to ensure effective and efficient use of Wesley Mission resources
- ensure where possible the Wesley Property Asset Management team have access to Chaplaincy support that is appropriately implemented and motivated to each area of need

5.3 Our operations

- develop and maintain the Strategic and individual Asset Management Plans
- deliver annual projects in line with the Asset Management Plans so that property assets are held at an agreed 'Level of Service' and are 'fit for purpose' to provide a safe environment for clients and our people
- develop innovative options for the utilisation of property assets through highest and best use analysis
- conduct due diligence reviews of property assets as indicated by the organisation's strategic plan
- monitor property utilisation and effectiveness in supporting service's plans
- leverage and link with a wide range of community services to achieve creative solutions
- ensure robust market analysis and marketing strategies are developed and implemented
- understand the key interests of all stakeholders and how strategies and tactics work in the market for Wesley Mission's services
- contract management including relationships with and accountability to funding and policy bodies
- ensure effective feedback and complaints management systems protect client, our people and organisational interests
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- develop, in consultation with the General Manager, Wesley Corporate and Executive Manager, Wesley Property, submissions, project briefs and business cases for Wesley Property Planning Group Committee, Wesley Finance & Audit Committee, Wesley Management Committee, the Wesley Community Services Board and Wesley Congregational Life



5.4 Our financials

- Assist the organisation to invest property capital wisely and to ensure expenditure aligns with the Strategic Plan
- provide planned financial forecasts to both short and long term plans — aligned to business plan objectives
- ensure cost effective delivery of projects on time, on cost and to scope & quality
- manage, track and report monthly on individual property projects, and on a consolidated basis
- perform to agreed financial KPI's across asset management and capital projects, including Fee for Service targets and Program of Works completion
- initiate and present business case for new opportunities/developments

6 Professional responsibilities

- activities to support the delivery of the Wesley Property Business Plan, Wesley Corporate Business Plan, Wesley Community Services and the 2016-21 Wesley Mission Strategic Plan, and as requested by your manager
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment.
- All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Quality Management System and site procedures
- to participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality
- display leadership behaviours such as courage, candour, resilience, flexibility and agility.



7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated skills and behaviours

- experience in the full life cycle of property asset management
- proven track record in:
 - contract management
 - maintenance scheduling, planning and modelling
 - procurement
 - management of capital project and operational budgets
 - delivery of projects to budget, program and scope
- ability to undertake detailed project feasibilities
- an ability to work in partnership with all stakeholders to achieve outstanding results and value for money
- a demonstrated commercial acumen to identify opportunities and an ability to identify mitigate and manage risk
- success in the improvement and divestment of properties
- highly developed written and verbal communication skills to enable the clear, concise and accurate conveying of information to meet the target audience needs and to demonstrate to senior management the feasibility and progress of projects
- demonstrated ability to develop forward plans that ensure the organisation develops in line with industry standards and delivers effective and efficient results
- strong interpersonal, influencing and negotiation skills to gain the acceptance of ideas, cooperation with others, and the ability to modify styles and techniques to accommodate tasks, situations and individuals
- leadership skills to manage and develop others to achieve organisational goals and objectives
- relationship building skills for strong and collaborative relationships with internal and external stakeholders
- strong conceptual, analytical and problem solving skills to enable identification of issues and the judgment to determine appropriate courses of action
- planning and organising skills to effectively prioritise, manage conflicting priorities and meet designated timeframes
- demonstrated personal and professional commitment to the vision, mission and values of Wesley Mission

Essential skills/knowledge

- Tertiary qualifications in architecture, building, construction, engineering or valuation
- Current NSW drivers licence
- Software literate, particularly the use of Microsoft Office Word and Excel



- Ability to work positively with staff and possess good interpersonal skills
- Possess a motivation and commitment to the achievement of business targets and customer service principles.
- excellent written and verbal communication and negotiation skills, especially as they relate to consultants and contractors
- ability to work positively with senior staff, and possess good interpersonal skills
- possess a motivation and commitment to the achievement of business targets and customer service principles

Desirable skills/knowledge

- Current First Aid Certificate
- Current Working with Children Check clearance or willingness to obtain.