



Position description

Title of the role:	Properties Business Partner for NSW, QLD & ACT
Classification:	Non-Award Contract
Program Area:	Assets
Location:	NSW office
Reports to:	Corporate Services Manager Assets
Last Revised:	May 2025

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

- We are open and sincere in all interaction
- We show care and consideration to all our stakeholders
- We take responsibility for our actions

Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the [person, the family and the community

Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities
We value the expertise and contribution of everyone we work with
We build knowledge and lead conversations

Our Approach to Service Delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice



Position Summary

Wellways Australia has a property portfolio of approximately 150 sites nationally. The role will be to proactively manage sites within New South Wales and Queensland regions. The Organisation will be undertaking several property relocations, refurbishments, decommissions and new site establishments each year.

By leading and managing the organization's current and future property portfolio this senior role will make a significant contribution to the organization's effective implementation of the strategic plan and program delivery.

Under the direction of the Corporate Services Manager - Assets, the Properties Business Partner role is a hands-on role which balances the competing priorities of the Organisational growth, whilst proactively managing the existing portfolio. Our organisation is diverse, and this role is ideally suited to someone who thrives on a challenge and can demonstrate their ability to lead change.

Competencies necessary to succeed in the role include good influencing skills and the ability to build rapport with all stakeholders.

Key Responsibilities

1. Essential safety measures compliance and reporting
2. Manage a variety of complex project works
3. Workplace Health & Safety Responsibilities
4. Action maintenance requests
5. Arrange service contracts and effectively manage such contracts
6. Provide support interstate as required
7. Responding to a high volume of e-mail and phone call enquiries regarding properties
8. Oversee the administration and renewal of leases and processing invoices
9. Monthly reporting requirements to internal and external stakeholders
10. Input data relating to lease and property information into Wellways property data base and respond to other property related requests

Essential Requirements, Knowledge, Experience and Skills

<p>Qualifications & Essential Requirements</p>	<ul style="list-style-type: none"> • Relevant Tertiary Qualifications, extensive experience in a similar role will be considered in lieu of educational qualifications • Current valid Driver's License and the ability to undertake some travel • Strong technical skills (Microsoft Office Suite) • Satisfactory Police Records Check • Satisfactory Working with Children Check • Right to Work within Australia • NDIS Worker Orientation Module completion certificate • NDIS Worker Screening Check
<p>Technical Knowledge and Experience</p>	<ul style="list-style-type: none"> • Extensive understanding of Commercial/Retail Real Estate regulations • Extensive & proven experience in project management. • Extensive knowledge and use of property software programs • Substantial experience in Commercial Negotiations (Property leasing) • Ability to grow, lead and mentor a property management team • Planning and strategising • Ability to think critically and work autonomously • Highly proficient with excel • Attention to detail • Exceptional communication and interpersonal skills • Willingness to take on all tasks whether big or small • Self-motivated with a desire to be involved in growing a business • Experience working for Not-for-Profit organisations is highly desirable.
<p>Skills</p>	<p>Communication</p> <ul style="list-style-type: none"> • Effective communication skills, verbal and written including the ability to develop reports. • Ability to influence <p>Interpersonal</p> <ul style="list-style-type: none"> • Strong skills in developing and maintaining relationships with staff and other key stakeholders. • Able to see things from others point of view and confirm understanding of that point of view. • Able to express personal views in a constructive and diplomatic manner. • Able to reflect on how one's own emotions impact on others.

	<p>Organising and Planning</p> <ul style="list-style-type: none"> • Able to identify more and less critical activities and operate accordingly, reviewing and adjusting as required • Able to develop and implement systems and procedures to guide work and track progress • Able to recognise barriers and find effective ways to deal with them • Able to identify processes, tasks and resources required to achieve a goal. <p>Self-Management</p> <ul style="list-style-type: none"> • Able to plan and prioritise work to ensure outcomes are achieved. • Takes the time to think things through. • Able to anticipate one's own reactions to situations are prepare accordingly. <p>Computer</p> <ul style="list-style-type: none"> • Familiar in Microsoft Office Suite.
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Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: N/A

Travel Percentage: As required

On Call: n/a

Special Requirements: n/a

Wellways Organisational Structure



