

POSITION PROFILE



Role title	Senior Manager, Property and Projects	Last reviewed	September 2023
Division	Property and Major Projects	Team	GAPS
Reports to	Senior Development Manager Director New Projects and Partnerships	Classification	ASO8
Direct reports	Two		

Role Purpose

The Senior Manager, Property and Projects is responsible for leading the Renewal SA government agency property services (GAPS) team and management and advice on Renewal SA's responsibilities under Premier and Cabinet Circular 114 (PC 114). The Senior Manager, Property and Projects initiates, creates and manages complex property disposal, acquisition and other asset related strategies and projects for government real property including transactions on behalf of Government Agencies in accordance with Premier and Cabinet Circular 114.

The Senior Manager, Property and Projects identifies, develops, implements, and leads the strategic management of strategic property opportunities for Renewal SA and other Government Agencies, including the provision of expert and appropriate advice and recommendations to Renewal SA senior management, Executive and Board and client agencies, their Ministers and Cabinet.

Key Relationships

- ▀ Reports to the Director New Projects and Partnerships and others as required;
- ▀ Liaises closely with Renewal SA Managers, Directors and Senior Management and Executive;
- ▀ Liaises closely with external stakeholders, including client Government agencies; Federal Government, Local Government and Service Providers;
- ▀ Manages internal and external staff, consultants, and other resources for the delivery of projects, disposals and acquisitions as required.

Key Accountabilities

Project Delivery

- ▀ Disposal and acquisition strategies, incorporating acceptable financial, value adding and policy objectives, are created for approved Government agency land holdings and nominated Renewal SA land holdings and undertaken within the approved program and budget.
- ▀ Expert advice and assistance is delivered to Director New Projects and Partnerships and other Renewal SA Executive on strategic business planning processes.

POSITION PROFILE



Stakeholder Engagement

- Expert analysis advice and recommendations are delivered on a wide range of Government property issues and relevant Government policies to client agencies and Renewal SA.
- Establish pro-active and collaborative relationships with other government agencies, to be the first point of contact for other government agencies seeking strategic property advice.
- Establish and maintain collaborative relationships and networks with program and project stakeholders including Federal, State Government departments and Local Government agencies.
- the Crown Solicitor's Office and Heritage SA, and private consultants e.g. legal advisors to prepare suitable instruments to document the sale, acquisition or agreement.
- Establish and maintain a strong working relationship with government agencies and key public and private sector stakeholders and ensure timely and expert advice is provided, high quality and efficient services are provided, issues are resolved, and positive outcomes are achieved.
- Leadership and management is provided to internal and external stakeholders assigned to projects or transactions
- Risk management and probity plans are designed and implemented for the effective preparation of due diligence and management of transactions.
- Regular communication with and progress reports prepared for client agencies and Renewal SA on transactions or project progress, or to meet agreed timeframes.
- High quality written documents, including briefs to engage internal and external service providers, media statements and briefings, reports, submissions, and recommendations are prepared for client agencies, key stakeholders, senior management and Board, Ministers and Cabinet as required.
- Communication strategies for stakeholder engagement are developed and implemented.
- Communication and liaison is conducted with relevant stakeholders, including Federal, State, Local government agencies and others as required, to facilitate the achievement of Renewal SA's strategic directions and project and consultant reporting.
- Transaction and project process is efficiently monitored.
- Existing processes are evaluated, and improvements identified and communicated to team members and external service providers.

Project Management

- Operating within broad Government and agency direction, undertake and lead the management of complex property disposal and acquisition (as required) or other asset related activities in accordance with PC114 on behalf of client agencies in order to achieve agency objectives,
- Operating within broad Government and agency direction, undertake and lead the management of property disposal and acquisition (as required) or other asset related activities in accordance with Renewal SA policies and business plans to achieve agency objectives.
- Proven significant ability to identify, procure, lead and manage a multi- disciplinary team of internal and external service providers and consultants to deliver a project, land disposal or acquisition in a timely manner and within budget to achieve client agency or Renewal SA objectives.
- Negotiates complex real estate transactions on behalf of other Government agencies in order to achieve agency objectives whilst managing commercial risk, including instruction and liaison with relevant Government advisors such as departments and Local Government agencies.

Qualifications and Technical Requirements

Qualifications and Experience

- Tertiary qualifications in property, project management, or related discipline and demonstrated relevant real estate experience is essential.

POSITION PROFILE



Technical Requirements

- ▶ Very high level of experience, expertise and discipline knowledge relating to real estate, particularly property valuation methodology and principles, town planning, property development and real estate transactions.
- ▶ Very high level of experience, expertise and discipline knowledge in applying project management methods, practices and processes, planning, and managing multi-faceted and complex projects, liaising with stakeholders and management of project budgets.
- ▶ Very high level of experience, expertise and discipline knowledge in contract and procurement management and the processes associated with managing key risk identification and mitigation strategies.
- ▶ Proven high level of experience and expertise in identifying, evaluating, managing and resolving complex issues, business processes, policies and plans.
- ▶ Experience in researching and preparing a range of documents for senior, executive and Cabinet level.
- ▶ Detailed knowledge of government policies and procedures and their application in relation to Renewal SA and other agency's operations

Special Conditions

Include any special conditions related to the role, such as:

- ▶ This role is a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework. A current satisfactory National Police Clearance is required and renewed as per Renewal SA policy.
- ▶ This role is a 'Prescribed Position' under the Child Safety (Prohibited Persons) Act (2016) which requires a current satisfactory Working with Children Check (WWCC) from the Department for Human Services Screening Unit and renewed every 3 years from the date of issue.

Delegate	Role occupant
<i>This position profile accurately outlines the expectations of the role.</i>	<i>I have read and understood the role and expectations of me.</i>
Name:	Name:
Signature:	Signature:
Date:	Date: