

Position Description

Role title	Property Manager	Last reviewed	1/05/2024
Division	Residential Project Delivery and Assets	Team	Asset Management
Reports to	Senior Asset Manager	Classification	ASO6
Direct reports	Nil		

Role Purpose

Manage the day-to-day operations of the property, including undertaking regular site inspections, working with the project team and other external stakeholders to ensure any interface issues are resolved effectively and efficiently.

Key Accountabilities

- Initiate and manage delivery of a range of property, leasing, financial and stakeholder management services, including leading and supporting the negotiation and execution of lease and tenure agreements, cost recovery agreements, and rent reviews to ensure alignment with commercial standards and risk management practices.
- Manage and oversee the mitigation of claims to ensure compliance with applicable laws and regulations.
- Coordinate regular inspections of assets, reporting findings and recommendations to ensure appropriate action is taken.
- Negotiate rental incentives, under guidance of senior stakeholders to ensure alignment with current valuation report guidelines.
- Verify, process, and compile financial information from property tenants and contractors to ensure compliance with agreements.
- Undertake financial analysis and management tasks, including analysing financial statements and coordinating payment of invoices and insurances.
- Contribute to budget preparation for property management revenue and expenditure, manage assets, and prepare lease summaries with recommendations to support and inform decision-making.
- Undertake low risk procurements in accordance with Renewal SA procurement standards and policies through public and selective tenders.
- Conduct or participate in risk assessment processes to identify key areas requiring priority management.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues.

	Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why
Other Government Agencies	Provide professional and accurate information and advice regarding leasing, property management and land dealings to SA Parliament and other external stakeholders.
External Stakeholders	Develop and maintain positive relationships with external stakeholders that include Adelaide Festival Centre, Walker Corporation and SkyCity.
Vendors/Suppliers/Consultants	Liaises with external stakeholders including current and potential tenants, outsourced property agents and commercial leasing providers.

Key Challenges

- Initiating and delivering risk assessments in close collaboration with stakeholders given the need to be considerate of complex legalities and the management and maintenance of assets.

Qualifications and Technical Requirements

- Relevant tertiary qualifications in Property or a related discipline, or demonstrated equivalent experience are essential.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed 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's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Intermediate	<ul style="list-style-type: none"> • Use concise language to target messages and avoid overwhelming audiences. • Structure communications to deliver the purpose with impact, using facts or insights, as necessary. • Adjust communications according to the audience to find the right channels to maximise reach. • Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA
Strategy and Growth	Make an impact	Intermediate	<ul style="list-style-type: none"> • Undertake analysis of problems to ensure solutions address the issues identified for the stakeholders identified. • Support solutions through well documented research, modelling or other means that demonstrates they address the issues. • Articulate the secondary benefits of solutions including impacts to Renewal SA's communities or service delivery. • Promote environmental, sustainable and social considerations into solution development and benefits definitions.
Innovation and Agility	Navigate reform and change	Intermediate	<ul style="list-style-type: none"> • Lead the understanding of the change purpose and impact with your team and promote communications or information. • Engage with your team to assist them in becoming comfortable with the potential impacts of the change. • Show awareness of concern in others in your team and support them to find ways to accept and adopt the change. • Understand broader reform initiatives and the current and potential impacts on Renewal SA and your team.
Solutions Focused	Apply business and commercial acumen	Intermediate	<ul style="list-style-type: none"> • Evaluate the costs involved and financial impacts of decisions and courses of action. • Build relationships with key roles and decisions makers for the support services across Renewal SA. • Utilise experience and knowledge of business and corporate operations to improve efficiency and effectiveness.

			<ul style="list-style-type: none"> Follow Renewal SA contracting policies through negotiation and contract management.
Technical Capability	Project Enablement	Intermediate	<ul style="list-style-type: none"> Contributes to project outcomes and decision-making activities and processes, enabling the project team to achieve outcomes across the project lifecycle. Displays expertise in the project management process and takes ownership of various technical activities to support project outcomes. Resolves common issues by taking a proactive approach to pre-empting, identifying and escalating risks and dependencies. Identifies and consults project team members and stakeholders to inform progress reviews, outcomes and improvements across the project lifecycle.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.