

# POSITION PROFILE

<b>Role Title</b>	<b>Asset Manager</b>	<b>Last Reviewed</b>	16/09/2021
<b>Division</b>	Project Delivery and Property	<b>Team</b>	Asset Management, Property Management
<b>Reports To</b>	Senior Asset Manager	<b>Classification</b>	ASO6
<b>Direct Reports</b>	1	<b>Contract Length</b>	3 years

## Role Purpose

The Asset Manager is responsible for implementing and managing asset management strategies, plans and processes for Renewal SA's commercial and industrial property and other Government real estate assets, in order to add value to the management of Renewal SA's commercial and industrial properties and Business Plan. The position develops and implements portfolio strategies for assigned Renewal SA industrial and commercial properties in accordance with the annual Renewal SA Business Plan and program budget and ensures Renewal SA's commitments, under existing contracts and agreements are delivered.

The Asset Manager is also responsible for implementing lease renegotiation, rent reviews, and new lettings strategies, managing various Project assets and overseeing the work of the Office Coordinator with regards to Renewal SA's office accommodation and administration requirements.

## Key Accountabilities

### Strategic Planning

- As part of the Asset Management Team, contribution is made to the identification and assessment of strategic opportunities, and appropriate recommendations are made to Executive, Management and other agencies.
- Contribution is made to the development of strategic planning and asset management processes for Renewal SA commercial and industrial property and other Government real estate assets, in order to add value to the management of Renewal SA's commercial and industrial properties and Business Plan.
- The preparation of feasibility studies and proposals are contributed to including the delivery of costings, evaluation and risk assessments to demonstrate the viability of proposed strategies and support financial and organisational requirements.
- Strategies and plans are designed and implemented, in order to effectively manage program, project and service implementation, and lead the evaluation of transaction and program outcomes.

### Asset Management

- Asset management plans are developed, coordinated and contributed to and maximise the value and performance of Renewal SA's property portfolio and ensure the successful implementation of approved strategies.
- Portfolio strategies and programs are developed and implemented for assigned Renewal SA industrial and commercial properties in accordance with the annual Renewal SA Business Plan and program budget.
- Working with the Senior Asset Manager, support is provided in managing the leasing and asset management activities for various nominated property portfolios and Renewal SA projects.
- Working closely with various Project Teams (for example, Bowden ) and outsourced property management agents to manage leasing and asset management activities for the Projects.
- Lease negotiations, rent reviews, new lettings, lease documentation and cost control strategies are implemented and managed for nominated management portfolios in accordance with Renewal SA policies. documentation

## Key Accountabilities

- Participation is delivered in the development of business strategies, and operating and capital expenditures, for inclusion in the Renewal SA business plan.

## Program and Project Delivery

- Property and asset management programs, projects and initiatives are developed, managed and implemented for internal and external clients and regular reporting, advice and assistance is provided in an accurate and timely manner.
- Advice and recommendations are delivered to the development of property related solutions to ensure the delivery of Whole of Government initiatives.
- Management and administration of various consultants, contractors and other professional services where required.
- Progress of programs and projects is reported against the business plan, budget and program and provided to all key stakeholders.
- The management and maintenance of the land asset and land division registers is supported and assisted, where required.

## Procurement, Compliance and Risk

- Procurement, compliance and risk processes and procedures are complied with by all stakeholders.
- Procedures and practices are continuously reviewed and improved to create positive and profitable business opportunities for Renewal SA.
- Contractor, service provider and supplier performance is monitored and managed, and appropriate performance management standards are established and implemented, as required.
- Robust risk assessment is conducted and/or participated in, and management plans are developed in order to identify key areas requiring management.
- Independent credit ratings for new clients are conducted, prepared and assessed and recommendations are delivered to management and the Board in relation to the application of a suitable margin.

documentation to meet commercial standards and appropriate risk management practices.

- Renewal SA's portfolio budget preparation is contributed to, proactive budget management is undertaken to achieve approved objectives and program and project activity and progress reports are prepared to meet operational and corporate requirements for the Minister, boards, senior management and key stakeholders.

## Stakeholder Engagement and Communication

- Strong working relationships are developed and maintained with key stakeholders within Renewal SA, across agencies and with external stakeholders including private sector managing agents and service providers.
- Meetings, workshops, and the presentation of information, are initiated, facilitated and led with key stakeholders including government agencies.
- High quality written documents, including legal agreements, briefings and reports for a range of stakeholders, are prepared within the required deadlines.

## Key Relationships

### Internal Relationships

- Reports to the Senior Asset Manager
- Works closely with the Senior Asset Manager and the Office Coordinator.
- Works closely with the management and staff of the Asset Management Team and across Renewal SA.
- Liaises with government agencies and external consultants, contractors and service providers, including architectural and engineering services and property management agents.

### External Relationships

- Establishes and maintains networks and relationships with key stakeholders across private sector and government, including private sector managing agents and service providers.

## Other Conditions

- Some out of hours work may be required.
- Intrastate travel may be required.
- The location of the position will be determined according to operational needs.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the *State Records Act 1997*.
- 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's policy.

## Selection Criteria

### Qualifications and/or Industry Experience

- Tertiary qualifications in Property, Valuation or a related discipline are highly desirable.
- Experience in a similar role within the asset management/property/leasing industry.
- **Property Manager's Licence**

### Essential Requirements

- Demonstrated experience in property leasing practices and processes, the development and management of contracts, leases and service agreements and industrial and commercial property transactions.
- Demonstrated experience in developing and managing transactions, projects and programs in accordance with timelines and budget and applying, project management methods, practices and processes.
- Demonstrated experience in presenting complex issues and findings in writing, such as legal agreements and deeds, correspondence with stakeholders, reports, recommendations and briefing notes.
- Knowledge of property valuation, property law and relevant acts, standards and codes relating to asset management and property leasing.

### Core Competencies and Expected Behaviours

- **Information Management** – Conceptualising: to demonstrate conceptual thinking and generate workable solutions.
- **Task Management** – Managing, Organising and Problem Solving: giving direction, managing and monitoring time, costs, activities to proactively set goals, and explain and delegate the plans and activities with your charge, and the ability to deal with unexpected situations, acting on one's own initiative and implementing the solution.

# POSITION PROFILE

## Approval by Delegate

*This position profile accurately outlines the expectations of the role.*

Name and title:

Signed:

Date:

## Role Occupant Acknowledgement

*I have read and understood the role and expectations of me.*

Name:

Signed:

Date:

- **People Management** – Guiding People: giving clear instructions, monitoring and adjusting individual's results and maintaining discipline.
- **Interpersonal Management** – Advising and Customer Orientation: to give focused advice to others and develop relationship of mutual trust based in your credibility and expertise, and to guide clients by maintaining a relationship with them and ensuring excellent service.
- **Personal Management** – Achieving Objectives, Engaging and Maintaining Safety and Wellbeing: demonstrating the effort, willingness and ambition to achieve results and reach objectives, and to demonstrate responsibility at work and commit oneself totally in order to offer high quality work, and reach objectives, and ensures practices are conducted in a safe environment and health risks are mitigated.