

Position Description –Property and Development Manager



Role Title	Property & Development Manager
Team	Property
Employment Status	Non-Award
Industrial Instrument (Award)	N/A
Remuneration (if applicable)	120,000
Date of Approval	2/09/2022

VISION, MISSION AND VALUES

Vision: Love over hate

Mission: Creating community with no 'us and them'

Values

Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way

to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind

Instead, we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who have lost hope and invite them into the

world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad

decisions. People who choose singular misery or even death deserve to have their rights respected.

Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll

really move toward health and life.

Behaviours:

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when



we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel, and the most pressing need is to express our feeling. When necessary, significant things are not central, in a time of difficulty, the most important thing is to ask, "what facts do I not have" and "who can I talk to for reliable clarity"

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that everyone's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security that comes from taking the time to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, let's also be kind to each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable, but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

PURPOSE OF POSITION

The Property & Development Manager will be responsible for all property related strategy, developments, repairs and maintenance, utilities contracts, and overall capital rejuvenation projects, to provide all stakeholders at Wayside with safe, fit for purpose environments conducive to fulfilling our Vision and Mission.

It is anticipated that the Property & Development Manager will be a self-starter and will build meaningful relationships with all Wayside stakeholders to ensure their property needs are met. This will include liaising with potential donors, and supporters of Wayside to work collaboratively to meet those needs.

ACCOUNTABILITIES AND RESPONSIBILITIES

Strategic Property Management

- Development and implementation of a comprehensive property strategy that aligns with the overall Strategic Plan of Wayside.
- Present strategy, development and redevelopment proposals and updates to the Executive Team and Board of Wayside.

Property & Development

- Working closely with the Head of Finance and other members of the Executive Team the Property & Development Manager will be the go-to expert on all property matters.



- This will include developing creative strategies to provide best practice program delivery within the envelope of our existing property portfolio and if and where necessary sourcing and resourcing new environments in which to operate.
- Liaison with Uniting Property Services to ensure Wayside meets its obligations
- Where appropriate and applicable, end-to-end management of redevelopment projects to ensure portfolio properties are returning their highest and best use to the outcomes of Wayside.
- Work with structural engineers, architects, building contractors and the like to ensure the best outcomes for Wayside.
- The management of the day to day requirements of a complex and diverse set of properties ensuring
 - programs of capital maintenance are developed and undertaken
 - leases of Wayside properties and for Wayside's use are managed and renewed on a timely basis
 - day to day property resourcing from cleaning to urgent repairs and maintenance are undertaken in a timely and economic manner
- Negotiate contracts for the provision of property services, utilities, lease management, programmed maintenance.
- Coordinate valuations of the property portfolio for the purposes of the Financial Audit of Wayside (every 3-4 years).

General Duties:

- Identify and recommend improvements of procedures and systems to maintain and increase efficient operations.
- Ensure compliance with all Wayside policies and process at all times.
- Perform other duties if and when required to support the finance function.
- Demonstrate professional, positive and constructive behaviours and work collaboratively as a team player within the Property team and with staff within Wayside.

Wayside Support and Team Values

- Actively contribute to the Wayside team and team meetings.
- Contribute to effective communication within Wayside.
- Demonstrate loyalty to professional colleagues within Wayside.
- Maintain confidentiality of organisational information in accordance with policy and employment contract obligations.
- Actively demonstrate behaviours consistent with Wayside Team Values

Quality Administration

- In consultation with the Head of Finance
- Establish and maintain performance standards for relevant administrative functions.
- Respond to customer feedback on improving processes and procedures.
- Maintain administrative accuracy and due attention to detail.

Work Health and Safety

- Accountable for complying with legislation and all Wayside WHS policies/procedures and instructions, reporting any hazards or safety issues to your manager, and performing all tasks in a manner that guards against risk to self and others within the workplace.



- Undertake risk assessment and safety plans in collaboration with People and Culture

CORE COMPETENCIES- KEY SKILLS, WORK EXPERIENCE, QUALIFICATIONS

- Experience (5+ years) in Property Management & Development
- Tertiary Qualifications in Property management or similar
- Demonstrated understanding of and enthusiasm for property matters.
- High level of written and verbal communication skills.
- Excellence in Microsoft Office suite
- Exceptional attention to detail.
- Ability to work cooperatively with others.
- Evidence of commitment to remain up to date with legislative and other requirements.
- Utmost discretion and confidentiality.
- Ability to meet deadlines.
- Willingness to adopt new methods and processes in a systems-based approach

Who	Why
Internal	
Head of Finance	<ul style="list-style-type: none"> • Support and promote best practice and practical initiatives and delivery across partnering areas of Wayside • Escalate sensitive issues, receive guidance on proposals and recommended solution(s) • Keep informed, advise, and provide regular updates on service delivery and priorities • Participate in discussions and decisions and share information on collaboration with area
Property Team	<ul style="list-style-type: none"> • Work collaboratively, share information, and discuss best practices, innovations, processes and policies • Manage and mentor team members

General Manager	<ul style="list-style-type: none"> • Work collaboratively, share information, and discuss best practices, innovations, processes and policies • Escalate sensitive issues, receive guidance on proposals and recommended solution(s)
Wayside Executive Team	<ul style="list-style-type: none"> • Provide guidance, advice, and support in delivering Property & Development services • Develop and maintain effective working relationships and open channels of communication • Manage the flow of information to facilitate, negotiate and influence positive outcomes and solutions
Wayside Employees	<ul style="list-style-type: none"> • Provide guidance, advice, and support in delivering Property & Development services • Develop and maintain effective working relationships and open channels of communication • Manage the flow of information to facilitate, negotiate and influence positive outcomes and solutions
Board and Committees	<ul style="list-style-type: none"> • Provide guidance, advice, and support in delivering Property & Development services • Develop and maintain effective working relationships and open channels of communication • Manage the flow of information to facilitate, negotiate and influence positive outcomes and solutions
External	
Uniting Property Services Potential donors and sponsors Utility suppliers Councils Builders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships with external parties • Liaise with external stakeholders

ROLE DIMENSIONS

Decision making

The role acts independently in performing the core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes

Reporting line

- **Head of Finance**

Direct Reports



- **Property Coordinator**

Indirect reports

- **Two x Building & Facilities Supervisor**
- **Building Services Worker**

Budget/Expenditure

TBC

Note

This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria, or outcomes. It is indicative of the position. The can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.

The incumbent of the role should be aware that their position within The Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills.