

Position Description

Executive Officer City Property

POSITION DETAILS

Position Title:	Executive Officer City Property	Position Grade:	16
Department / Group:	City Property/City Shaping	Position Status / Hours per Week:	Permanent / 35 hours

PRIMARY PURPOSE OF THE POSITION

The Executive Officer City Property is responsible for the leadership and management of the day-to-day operations of the Department's staff, finances, and assets, in accordance with the organisation's mission, structure and resources as approved by the Council and articulated in the Department Business Plan.

Within this framework, the position will deliver the leadership and strategic management of Council's property portfolio, to maximise its efficiency, commercial outcomes, the overall portfolio performance and its contributions to Council's operating income and general financial position.

This position is ultimately responsible for:

- Aligning the Department's operations and projects to the Business Plan, in support of Council's Community Strategic Plan.
- The delivery of strategic outcomes, consistent with Council's Property Policy and Property Strategy.
- Leveraging Council's property portfolio to deliver the following outcomes.
 - The most efficient possible use of Council's property assets, to deliver outcomes identified in Council's Community Strategic Plan and other core Council documents.
 - Identifying and negotiating commercial opportunities to enhance the property portfolio performance,
 - Increasing and diversifying Council's operating income.
 - Enhancing Council's overall financial position through the release and re-cycling of inefficient capital, tied into the property portfolio.
- Reviewing and driving the delivery of Council's 2023 Property Strategy.
- Providing property and commercial input into all Council projects involving land and/or buildings.
- Negotiating or providing advice in respect of other commercial outcomes for Council, as required.
- Modelling a culture that aligns with the organisation's values and mission.
- Collaborating with other Executive Officers to ensure an integrated approach to the development of city-wide strategies.
- Collaborating with other Council Managers, to ensure the most efficient use of property for their needs, driving an internal culture of "multi-purpose" asset use, asset regeneration and reviews – to recycle capital from non-productive assets, within their respective areas.

Key accountabilities of the role include:

- Providing policy advice and recommendations to Council, the CEO and the General Manager in relation to all City property and commercial matters
- Leading the Department in the provision of efficient, responsive, consistent and customer focused services across its accountabilities.
- Managing the development of relevant strategic plans, programs and projects.

- Reporting of performance against Four Year Delivery Plan, Annual Operating Plans and quarterly reviews which deliver Council's strategic outcomes of City of Ryde as well as relevant Department programs
- Ensuring frameworks are in place for the Departments compliance with all relevant legislation and Council policies and ensure that risks are managed.
- Building and maintaining strategic relationships and partnerships with key internal and external stakeholders
- Managing the development and continuous improvement of the Department's policies, systems, procedures, practices, and deliverables.
- Developing and motivating staff to build and maintain a positive workplace that fosters productivity, efficiency, client and customer service and continuous improvement regarding service delivery.
- Exercising the functions of the Council as delegated by the Chief Executive Officer and to ensure appropriate delegation is in place throughout the Department.
- Other duties as directed in accordance with incumbent's skill, competence and training.
- It is of the utmost importance that in your position as an Executive Officer, you role model the values of the City of Ryde, and that you collaborate with your fellow Executive Officers and peers in a genuinely constructive and inclusive manner and always act in the best interests of those whom we seek to serve, being the community and ratepayers of the City of Ryde. This will also be an important factor in any performance assessment.

SELECTION CRITERIA

Essential Education/Qualifications

- An appropriate degree level qualification that is recognised by tertiary education and / or professional authorities.

Essential Leadership/Management Skills

- Proven ability to lead, manage, motivate, and develop a multi-disciplinary team
- Ability to build relationships both internally and externally, and utilise effective influencing, consultation, communication, and negotiation skills to achieve business and organisational outcomes

Essential Technical Skills

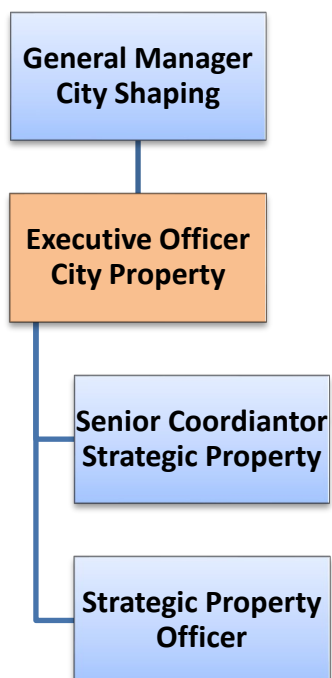
- Demonstrated experience in devising strategy and delivering outcomes to regenerate and enhance, large Local Government, or major commercial property portfolios.
- Significant experience in property development and project delivery, feasibility analysis and financial modelling.
- Significant experience in land, precinct, and master-planning.
- Significant negotiating and commercial transaction experience, across sales, acquisitions, leasing and tendering.
- Excellent communication and interpersonal skills including the ability to liaise with senior staff, government agencies, contractors, and stakeholders at all levels
- Strong organisational skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets
- Highly developed written communication skills including the ability to prepare Council reports, service level agreements, complex briefings and technical reports
- Demonstrated conceptual and analytical skills and judgement, including the ability to interpret and apply legislation, policy, and guidelines

Desirable Qualifications, Experience and/or Skills





- Post graduate qualifications in business. And/or property or finance.

Please note: In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

ORGANISATIONAL CHART



City of Ryde Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Lead Self	Advanced
	Display Resilience & Adaptability	Advanced
	Act with Integrity	Advanced
	Accountability & Safety	Advanced
 Relationships	Communicate & Engage	Advanced
	Customer & Community Focus	Advanced
	Work Collaboratively	Advanced
	Influence & Negotiate	Highly Advanced
 Results	Plan & Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create & Innovate	Highly Advanced
	Deliver Results	Advanced
 Resources	Finance	Highly Advanced
	Assets & Tools	Advanced
	Technology & Information	Adept
	Procurement & Contracts	Advanced
	Manage & Develop People	Advanced
	Inspire Direction & Purpose	Advanced
	Optimise Workforce Contribution	Advanced



WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the Chief Executive Officer is to be reviewed and signed by the employee on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	