

# Property Administrator

## Position Description

<b>Directorate:</b>	Finance and Corporate Services
<b>Reports to:</b>	Director, Property & Facilities
<b>Direct reports:</b>	NIL
<b>Location:</b>	Woolloomooloo as preference but flexible within any of the Society's main metropolitan offices in Sydney.
<b>Primary position objective:</b>	Support the implementation and maintenance of a property and asset management strategy to deliver a financially sustainable property portfolio which provides operationally effective assets to meet user needs.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*

### Directorate overview

This position is in the Finance directorate. The teams within the directorate and their functions are:

**Finance and Accounting:** this team is responsible for state-wide finance policies and procedures; finance shared services (accounts payable, accounts receivable); treasury and investment functions; financial reporting to external stakeholders; financial strategy and special projects.

**Group Financial Planning and Analysis:** this team is responsible financial budgeting, forecasting and reporting; targeted financial analysis for senior management; strategic and operational advice to senior leadership to improve financial decision-making and business performance; and financial business partnership. The Finance Manager roles embedded in Vinnies Services and Commercial Enterprise, Fundraising and Communications directorates sit with this team.

**Property and Facilities:** this team is responsible for state-wide property management and facilities management

**Procurement and Fleet:** this team is responsible for procurement; and fleet.

**Payroll:** this team is responsible for organisation wide payroll.

**Internal Audit:** this role responsible for leading the internal audit function and managing and conducting internal audits according to the annual internal audit plan.

## Accountabilities and responsibilities

The Property Administrator will:

- Manage and be the primary administrator of the Property Management System (MRI, Yardi, RP Data and similar) - including system management, organising training, system updates.
- Maintain a comprehensive property portfolio database which includes up to date valuations.
- Provide a range of administrative and support services, including records management, routine correspondence, meeting and event coordination, to support the effective operation of the Property & Facilities team.
- Manage the approval process through document control and sign-off procedures for all contracts and leases through the various delegations pathways, committees and boards – including prepare reports of recommendations and status of proposals.
- Support the implementation of a state-wide property and asset management strategy to maintain, utilise, improve and maximise the value of the property portfolio.
- Support the administration of the capital expenditure and budget process to acquire, maintain and conduct significant upgrades, and ongoing management and maintenance of properties.
- Collect and compile information for and prepare documentation and correspondence in line with quality and organisational requirements, to support information flow and inform decision making.
- Contribute to the successful implementation of the Strategic Plan within their team.
- Assist the Portfolio Asset Manager in the preparation of Asset Management Plans and coordinating information for the compilation of records, budgets, and asset action plans.
- Contribute to a working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

## Critical Key Performance Indicators (KPIs)

- Record that all properties in the portfolio meet Statutory compliance and notify the team of discrepancies.
- Deliver multiple administrative support activities and services in line with agreed standards, timeframes and milestones, given tight timeframes and the need to maintain accuracy and attention to detail.
- Support the flow of information between teams and directorates to inform decision making and approvals of property activities relating to the Society's property portfolio.
- Reduce costs associated with the Society's property portfolio.

## Key working relationships

In addition to the Director Property the Property Administrator will foster close working relationships with:

- Other team members in the Property and Facilities Management team.
- Internal legal and compliance personnel for the approvals processes and committee reporting.
- Executive Directors, Executive Assistances, and support services personnel.
- External Property Management / Facilities management suppliers.

## Essential criteria

### Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

### Role-specific criteria

- Relevant qualification/s in property management, accounting or related field.
- Experience providing administrative and support services relating to property portfolios or demonstrated success in learning and adapting new database software.
- Experience in managing and coordinating all aspects of a property management system such as Yardi, MRI or similar, across lease contract management, rent receivable payable, tenant management, asset and portfolio records, and facilities contract management will be highly regarded.
- Demonstrated ability to review and analyse data and analytics relating to property portfolios to enable effective reporting and decision-making on operational performance.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Demonstrated ability to prioritise and manage competing tasks.
- NSW driver licence.

## Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.