



## Property Asset Manager

### Position Description

Telephone: (02) 9568 0262

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**Position Title** Property Asset Manager

Email: [vinnies@vinnies.org.au](mailto:vinnies@vinnies.org.au)

**Responsible Council** Sydney Archdiocesan Central Council

Website: [www.vinnies.org.au](http://www.vinnies.org.au)

Donation Hotline: 13 18 12

**Reports To** Executive Officer

**Base Location** Sydney Archdiocesan Central Council Office, Auburn

**Primary position objective** The Property Asset Manager is responsible for the management, maintenance and oversight of all property related matters for the Sydney Archdiocese Central Council.

## St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

## Organisation Overview

The Sydney Archdiocesan Central Council has a centralised management structure which comprises both welfare and retail services operating in over 70 properties including shops, special purpose buildings and residential properties.

## Duties and Responsibilities

### Systems

- Establish, implement and maintain systems to manage all property related matters in a consistent and efficient manner, including rental and tenancy schedules, rent review registers, lease expiry reports, vacancy reports, budget reports, current and after-hours contacts lists and building and tenancy layout plans.
- Regularly inspect properties and prepare condition reports.
- Maintain the Society's asset management system known as Vision.
- Maintain preventative maintenance systems for all properties under the control of Sydney Archdiocese.
- Ensure all properties meet Society and statutory compliance requirements.
- Maintain an up to date property Processes and Procedures Manual.
- Prepare property management reports for the Diocesan Executive Officer and the Sydney Archdiocesan Central Council as directed.
- Prepare all Project Application forms for new leases, lease renewals, sale and purchase of properties for internal Society approval.

### Routine Managerial

- Maintain an awareness of property best practices and market conditions.
- Undertake continual analysis of properties in order to deal effectively with surplus space and requirements to repair, refurbish or redevelop, to prepare and lodge objections against developments and activities affecting the Society's properties and to contribute to the preparation of strategic plans.
- Document ongoing property maintenance and refurbishment programs and associated budgets.
- Prepare property operating and capital expenditure budgets, overseeing the valuation of properties as required.
- Oversee the repair, maintenance and refurbishment of properties, including negotiation and supervision of maintenance contracts and liaison with contractors and consultants.
- Verification and authorisation of property expenditures.
- Ensure appropriate property insurance cover for current properties in consultation with the Society's State Council, ensuring Sydney Archdiocese complies with policy conditions, and manage insurance claims.
- Actively search for appropriate retail premises for lease or purchase in consultation with the Retail Operations Manager and undertake negotiations on these premises.
- Liaise with solicitors including the issuing of instructions and the approval of property documentation prior to execution by the Society.
- Maintain an understanding of WH&S considerations and liaise with the Society's WH&S Consultant to develop risk management plans, identifying occupancy risks and other impacts.

## Essential Criteria

- Extensive property and asset management experience with a good working knowledge of the principles and best practice of asset management.
- Good knowledge of WHS and relevant Australian Standards, Legislation and Building Codes.
- Ability to work independently as well as part of a team.
- Highly developed communication and negotiation skills, with the demonstrated capacity to communicate effectively with stakeholders from a variety of backgrounds and experiences.
- High level administration and computer skills, including the ability to effectively use MS Office programs eg. Word, Excel and Outlook.
- Commitment to the Mission and Ethos of the Society.
- Current NSW Driver's Licence.

## **Desirable Criteria**

- Professional qualifications are desirable such as membership of the Australian Property Institute or Royal Institute of Chartered Surveyors.

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