



Mansfield Shire

# Position Description

Strategic Property  
Program Manager

High Country, Lakes and Rivers



# Strategic Property Program Manager

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
15.27	Band 7	September 2024
Unit	Enquiries	Status (FTE)
Planning & Environment	Manager Planning & Environment	1.0

## Position Objectives

The Strategic Property Program Manager is responsible for the delivery of high-quality, efficient, and effective program management for Council's strategic property projects. This role involves developing high-level business cases, feasibility and options for Council's property asset portfolio to maximise return.

Together with the Manager Planning and Environment, the role will be tasked with working with Council, the Executive Management Team and other Council officers to develop and implement a program of priority projects.

## Technical Accountabilities

- ▶ Advise on renewal or development of property assets throughout the Shire.
- ▶ Interface with stakeholders, internal and external, with regard to retention and rationalisation of property assets throughout the Shire.
- ▶ Awareness of stakeholder/statutory requirements for property not owned by Council (e.g.: Crown Land, leased land etc.)
- ▶ Provide advice on asset ownership queries.
- ▶ Manage adherence to all legislation, regulations and guidelines with respect to the management and administration of Council's property program, including land tenure ensuring that Council's interests are optimised through:
  - Acquisition and disposal of land.
  - Public land manager responsibilities where Council is the appointed Committee of Management.
  - Land Use Activity Agreement compliance.
- ▶ Strategic review of Council land holdings / land realisation.
- ▶ Build strong partnerships with key stakeholders and work with the community to ensure ongoing provision of appropriate community facilities whilst safeguarding Council's interests.



- ▶ Review and /or initiate processes to facilitate stakeholder engagement, transparency and fair and equitable access to opportunities to achieve best possible community outcomes.
- ▶ Identify and implement system improvements to ensure a consistent and equitable approach to agreements and conditions of use for Council owned or managed facilities through lease/license arrangements or otherwise.
- ▶ Facilitate community and stakeholder consultation. Collaborate with community groups for community led funding applications.

## Organisational Relationship

### Reports to

Manager Planning & Environment

### Supervises / Manages

Nil

### Internal Liaisons

All other staff

### External Liaisons

General public, residents and ratepayers, State Government Departments and Agencies

Various public and service authorities and planning panels

Relevant Community Groups and organisations

Contractors and Consultants

## Specialist Knowledge and Skills

The position is authorised/responsible for the following:

- ▶ Ensure Council's property assets are managed and planned for in a strategic way, with interests of all stakeholders balanced against corporate objectives.
- ▶ Provision of professional and timely advice, in respect to property management and development matters, to Executive, management and Council.
- ▶ Be able to coordinate all activities relevant to:
  - ▶ Obtaining advice and organising the preparation of documents for the purchase or sale of Council property assets (for which approval of the Council has been obtained).

## Our Values

Communication

Co-operation

Trust and  
Honesty

Respect

- ▶ Obtaining legal documents with pertinent terms and conditions, checked for accuracy and completeness against current legislation, for hiring, leasing and licensing of Council properties and facilities.
- ▶ Obtaining acquisition or disposal values in accordance with legislative obligations.
- ▶ Adherence to project timetables and budgets within the position's control.
- ▶ Approving expenditure on project budget allocations. Demonstrated ability to complete the technical accountabilities.
- ▶ Evidence of appropriate qualifications for the position.

### **Skills and Competencies**


- ▶ Ability to brief solicitors in relation to Council's requirements in the leasing, licensing, sale or purchase of property and other related property matters.
- ▶ Developed understanding of property asset management principles and practices.
- ▶ Demonstrated effective negotiation skills.
- ▶ A sound understanding of valuation principles and relevant property related legislative processes in local government.
- ▶ Proficiency in use of personal computer including word processing, spreadsheet and database software.
- ▶ Interpretation/application of relevant procedures, policies and regulations.
- ▶ Well-developed research and problem solving skills with demonstrated ability to apply innovative approaches to complex and sensitive issues.

## **Qualifications and Experience**

### **Experience**

- ▶ Demonstrated experience in property management or a related field.
- ▶ Experience in community engagement and delivering positive outcomes.
- ▶ Experience in contract documentation and administration relating to property asset management and facilities management.
- ▶ Well-developed skills in achieving results in the areas of acquisition and disposal of property assets and negotiating lease/licensing agreements
- ▶ Strong organisational and time management skills.
- ▶ Capable of producing sound and confident decisions and solutions within critical timelines.
- ▶ Awareness of and commitment to Occupational Health & Safety and Equal Opportunity principles
- ▶ An ability to set priorities, efficiently manage time to meet deadlines, re-prioritizing tasks to work on a number of different tasks simultaneously and respond to immediate needs
- ▶ Undertaking allocated responsibilities and tasks in a professional, timely and proficient manner in accordance with budget allocations.
- ▶ Current Victorian drivers licence.

## Key Selection Criteria

- ▶ A relevant tertiary qualification or significant experience in property management or facilities management in either a local government in a government or corporate setting.
  - ▶ Proven performance in managing a property portfolio.
  - ▶ Experience in property purchase, sale, leasing, property related licences and agreements.
  - ▶ Demonstrated capacity to develop and present reports associated with land and built asset acquisitions, disposal and lease arrangements.
  - ▶ Demonstrated experience in contract management and conducting contract negotiations.
  - ▶ Demonstrated experience interpreting and applying relevant legislation.
  - ▶ Excellent interpersonal, communication and influencing skills and a demonstrated ability to engage with key stakeholders to gain consensus and drive outcomes.
  - ▶ Experience in the development of submissions, policies, strategies and reports.
  - ▶ Highly developed oral and written presentation skills.
  - ▶ Demonstrated understanding of trends and issues affecting local government.
  - ▶ Demonstrated ability to complete the technical accountabilities.
  - ▶ Evidence of appropriate qualifications for the position.
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## Position Descriptors – Band 7

### Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Develop and maintain a culture in which staff anticipate and deliver services in a responsible and customer focused manner.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Accountability and Extent of Authority

- ▶ Activities are governed by established organisational policies and procedures and within agreed service standards and established internal controls.
- ▶ Direction is covered by clear service delivery

- ▶ Input in to policy development within area of expertise is required.
- ▶ Freedom to act subject to professional and regulatory review.

### Judgement and Decision Making

- ▶ This position requires a combination of high level problem solving skills and policy development expertise.
- ▶ The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- ▶ Authorised to approve expenditure on relevant accounts as determined by delegation.

### Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.
- ▶ Take ownership and work autonomously.

### Interpersonal Skills

- ▶ High level of oral and written communication skills including a high level of sophistication in creation of correspondence and reports.
- ▶ Ability to gain cooperation and assistance from peers, consultants, contractors, developers, agency representatives and customers.
- ▶ Ability to lead, motivate and develop other employees.
- ▶ Advanced decision making and problem solving skills.
- ▶ Highly developed analytical skills.
- ▶ Demonstrated commitment to quality customer service.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected

# How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](https://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Manager Planning & Environment, Maya Balvonova on (03) 5775 8591


More detailed information on how to apply is available at

[mshire.co/applicant-information](https://mshire.co/applicant-information)

*including tips for addressing key selection criteria, writing a cover letter and resumé.*

## OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature

Date:

08/10/2024

Employee's  
Name

Date: / /



Mansfield Shire