



CATHOLIC ARCHDIOCESE OF MELBOURNE

Property Analyst, Property & Infrastructure, Catholic Archdiocese of Melbourne

- **Full time, 38 hours per week**
- **East Melbourne location, close to Parliament Station**
- **Workplace flexibility/Remote working**

We are seeking an experienced Property Analyst to come join our small Property & Infrastructure team to provide reliable and professional advice to the Catholic Archdiocese of Melbourne in relation to its assets.

With a “can do” attitude, you will assist in establishing this new role as you bring specialist skills and knowledge to engage and influence key stakeholders over a wide spectrum of asset and property management related issues in a changing environment.

Having an eye for detail you will be responsible for the maintenance of a complete and accurate Property Database and Asset Register. You will also have an aptitude for collating and analysing complex asset and real estate data that results in the creation of written reports and recommendations for a range of stakeholders.

To be successful in this role we are looking for:

- Demonstrated experience with real estate, risk and asset management practises/ planning, including leasing management, risk management policies and procedures, asset disposal, acquisition and redevelopment principles and activities.
- Appropriate qualifications associated with property services (Real Estate) and / or asset management
- Ability to collate and analyse complex asset and real estate data, synthesise information and report on findings and recommendations.
- Strong stakeholder management, negotiation and influencing skills.
- Demonstrated ability to problem solve.
- Strong financial management skills.
- Strong analytical and problem solving capability.
- Excellent report writing and verbal communication skills.
- IT Literacy and an ability to use MS Office software
- Highly motivated and capacity to work to deadlines

This is an opportunity for you to taking a leading role as our organisation goes through a period of significant change. If you would like a more detailed overview of the role, please refer to the attached Role Description.



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Successful applicants must be eligible to work in Australia, hold a current unrestricted drivers licence; and will be required to provide a Working with Children Check and a Police Check that is satisfactory to the Archdiocese of Melbourne.

For further information contact Mark Matthews, Manager, Asset Management on (03) 9926 5605 or via email mark.matthews@cam.org.au.

Please provide your up to date resume and cover letter that demonstrates how your skills align to the requirements of the Asset Coordinator role.

Applications are to be sent to recruitment@cam.org.au by Thursday 3 September 2020.

See full position description for role details.



Position Description on next page...



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1. POSITION DESCRIPTION

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| Position Title: | Property Analyst |
| Department: | Asset Management, Property & Infrastructure |
| Location: | 486 Albert Street, East Melbourne |
| Employment Status: | Permanent, Full Time |
| Reports to: | Manager, Asset Management |

2. POSITION PURPOSE

The role of the Property Analyst is to provide professional advice and support to the Archdiocese in relation to property and the assets of the Diocese and related transactions and activities. Activities include assisting the Manager, Asset Management in transaction management of asset and property management matters.

3. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support to 208 parishes and over 333 schools.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

4. KEY ACCOUNTABILITIES

1. As directed by the Manager, Asset Management, provide assistance and guidance with specialist professional and reliable advice and stakeholder engagement over a wide spectrum of asset management and property related issues in relation to Diocesan owned assets (including but not limited to; town planning, legal, valuation, conveyancing, leasing, lease administration, lease renewals land acquisition, disposal, subdivisions, surveying, heritage etc.).
2. Ensure the maintenance of a complete and accurate Property Database and Asset Register of the CAM owned property portfolio.



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3. Assist with ensuring that all Diocesan owned assets are appropriately insured and supported with appropriate risk management protection.
4. Work collaboratively with appointed outsourced service providers in relation to asset management and real estate property.
5. Review monthly reports issued by an outsourcing company for accuracy of rental payments, rental reviews and all maintenance performed at Diocesan properties.
6. Assist with the preparation of information to facilitate annual financial Asset Reports, Recommendation Papers, Briefing Notes and Asset Valuation status for the CAM property portfolio.
7. Assist with the monitoring and reporting on the performance of CAM property assets, including undertaking financial analysis and making recommendations to maximise performance and utility.
8. Ensure the Diocesan Critical Incident Management Plan (CIMP) and Business Continuity Plan (BCP) are regularly reviewed and updated and communicate any changes to the CIMP and BCP teams and other nominated Representatives. Providing training to nominated contacts on roles and responsibilities as required.
9. Work in accordance with CAM processes, delegations and governance structures.
10. Other duties as directed by the Manager, Asset Management or Director Property and Infrastructure.
11. Take reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

5. KEY SELECTION CRITERIA

1. Appropriate qualifications associated with property services (Real Estate) and / or asset management
Demonstrated experience with real estate, risk and asset management practises/ planning, including leasing management, risk management policies and procedures, asset disposal, acquisition and redevelopment principles and activities.
2. Ability to collate and analyse complex asset and real estate data, synthesise information and report on findings and recommendations.
3. Strong stakeholder management, negotiation and influencing skills.
4. Demonstrated ability to problem solve.
5. Strong financial management skills.
6. Strong analytical and problem solving capability.
7. Excellent report writing and verbal communication skills.

6. JOB COMPETENCIES

- National Police record check (essential)
- Working with Children Check (essential)
- Current Victorian Drivers Licence
- Proven property industry experience dealing with a diverse and complex range of stakeholders
- IT Literacy
- Excellent written and verbal communication skills
- Highly motivated and capacity to work to deadlines



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7. PERSONAL COMPETENCIES

- Support the teachings of the Church and the ethos of Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- Sound time-management skills and ability to prioritise.
- Excellent verbal and written, interpersonal and communication skills.
- High level of attention to detail, quality and accuracy.
- Ability to multi-task and work quickly and efficiently.
- High level of integrity, honesty and confidentiality, with an awareness and appreciation to Catholic Social Teaching.
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.

8. ROLE MODEL OUR VALUES

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given accordance to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values;

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care