

# Position Description

<b>Title</b>	Senior Manager, Asset Planning & Projects
<b>Business Unit</b>	Housing & Property
<b>Location</b>	130 Lonsdale Street, Melbourne
<b>Employment type</b>	Fulltime   Ongoing
<b>Reports to</b>	Head of Commercial Property

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Senior Manager, Asset Planning & Projects will lead the Commercial Property Asset Planning & Projects team within the Housing and Property Division.

Reporting to the Head of Commercial Property, this role will manage a team of two project managers and three project coordinators, working together to drive efficiency and excellence across the commercial property portfolio.

The Senior Manager will play a pivotal role in overseeing implementation of the Strategic Asset Management Plan (SAMP) to optimise the Uniting property portfolio with a focus on undertaking site reviews to identify opportunities, which include site optimisation, consolidation, divestment and re-development, and driving these outcomes for the business.

The position will also be responsible for delivery of the Capital Works program across Uniting's property portfolio which includes major capital projects.

## 2. Scope

### Budget:

OpEx - \$1M

## Position Description

### Senior Manager – Asset Planning & Projects

CapEx - \$10M

#### People:

2 x Property Managers

3 X Project Coordinators

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### 3. Relationships

#### Internal

- Head of Commercial Property
- Head of Housing Strategy and Development
- Housing & Property Division – all teams
- Mission and Equity Team
- Treasury and Finance
- Service Delivery Managers
- Finance Business Partners

#### External

- Director Property Services, Uniting Church of Australia - Synod of Victoria and Tasmania
- Director of Legal, Uniting Church of Australia - Synod of Victoria and Tasmania
- Uniting Church of Australia Property Trust (Victoria) and Uniting Church of Australia Property Trust (Tasmania)
- Consulting Firms, Contractors, Outsourced service firms, Property Agents, Regulatory Authorities
- Real Estate Agents
- Landlords

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### 4. Key responsibility areas

#### Strategic Asset Management Plan

- Implement strategic asset management plans to optimise the organisation's property portfolio and ensure alignment with organisational strategic priorities.
- Formulation of feasibilities, financial models, risk assessment and business cases for SAMP activities
- Develop and deliver financial forecasts and budgets that ensure highest and best use of asset portfolio

#### Asset Recycling and Optimisation

- Identify and create opportunities for asset recycling and optimisation, including portfolio restructures, lease renegotiations, property divestments, and asset upgrades and refurbishments to maximise asset performance and returns.

#### CapEx Program Delivery

- Formulation of feasibilities, financial models, risk assessment and business cases for capital projects.
- Manage the delivery of capital expenditure programs for property projects, ensuring adherence to timelines, budgets, and quality standards.
- Undertake project planning, including but not limited to project schedules, scope, resourcing, budget, and risk management.

#### Administration Management

- Prepare and present reports for the executive and Board of Directors
- Comanage transactions from business case, transaction strategy, negotiation and financial close for portfolio restructure activities.

## Position Description

### Senior Manager – Asset Planning & Projects

- Provide input into the budgeting process, including forecasting capital and operational expenditures related to property transactions and the capital program including larger projects, and monitoring financial performance against targets.

#### Divestment Program

- Lead the divestment program, including identifying surplus properties, conducting feasibility studies, and overseeing the sale process to achieve optimal outcomes.

#### Development Opportunities

- Identify property development opportunities within the portfolio and referral to the development team.
- Ensure appropriate processes and due diligence is undertaken when deciding on new vendors and establishing new vendor relationships
- Liaise with consultants and project managers to ensure development projects are delivered on time and on budget.
- Oversee the design of projects in line with Uniting policies, legislative and other requirements.
- Monitor and control the quality management process, manage issues and risks, expectations and conduct milestone reviews and reporting.
- Collaborate with other senior leaders on projects and opportunities.

#### Procurement Plan

- Develop and implement procurement plans for property-related services, including tender processes, vendor selection, and contract negotiations to achieve value for money outcomes in consultation with the Procurement team.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation.

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## 5. Person specification

### Qualifications

- Bachelor/ Master's degree in Property, Business Administration, Finance.

## Position Description

### Senior Manager – Asset Planning & Projects

#### Experience

- Extensive demonstrated experience in the property sector in a similar role - could include asset management, property development, urban planning with extensive leadership experience.
- Proven track record of successfully managing major property projects from inception to completion.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Project planning and delivery:** proven capability to scope, plan, manage and deliver capital project plans and budgets. The ability to develop project feasibilities and business cases.
- **Strong financial acumen:** demonstrated experience in financial analysis and modelling and ability to manage large operational and capital budgets.
- **Commerical/strategic thinker:** ability to anticipate market trends, identify opportunities, and develop innovative solutions to drive organisational success and mitigate organisational risk.
- **Leadership:** Experience in leading a team of professionals, fostering a collaborative and high-performance work environment.
- **Excellent communication and negotiation skills:** ability to engage and influence stakeholders at all levels.

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: