

## Position description

<b>Title:</b>	<b>Manager Property Portfolio</b>	<b>Position Number</b>	<b>2012</b>
<b>Classification:</b>	Manager		
<b>Hub:</b>	Innovation	<b>Program Area:</b>	Growth and Development Services
<b>Reports to:</b>	Executive Manager Growth and Economic Development		
<b>Direct Reports:</b>	(Senior) Property Officer, Business Support Officer (Innovation)		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

The Manager Property Portfolio will drive a customer centric team that fosters community, economic and environmental opportunities for the betterment of the City, via its land and building interests. The objective of the role is to proactively and strategic management of City of Darwin's property portfolio including ensuring properties are fit for purpose and that they leverage strategic outcomes and commercial returns, where applicable.

\* The City of Darwin property portfolio includes leases, licences, permits and occupancy agreements, policies, procedures, registers, security contracts and the community markets portfolio.

## Key result areas

### Corporate identity



- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

## Service delivery

### Leadership / Management

- Foster an environment and organisational culture which encourages and enables change, innovation and improvement to deliver City of Darwin's strategic directions, community expectations and staff performance and satisfaction.
- Provide specialist professional and technical expertise, advice and support to the Executive Manager and other stakeholders in relation to statutory obligations and governing instruments oversight, management and compliance.
- As a member of the Enterprise Leadership Group (ELG), actively participate in ELG meetings and associated requirements of the enterprise 4 leadership vision and function.
- Provide timely financial monitoring, analysis and recommendations in alignment with strategy, programs and related program budgets.
- Monitor internal and external business environments to identify potential risks and opportunities.

### Customers / Stakeholders

- Prepare for and attend meetings of Council, Committees and other meetings as required by the Executive Manager, General Manager or CEO.
- Ensure prompt and effective implementation of the Council decisions and ensure that all reports are well prepared with research and structured and are provided in a timely and accurate manner.
- Establish and maintain links with appropriate community groups relevant to the activities of the program area.



- Attend appropriate social engagements and community functions as required.
- Ensure the Customer First Strategy is adopted by all program areas where relevant.
- Liaise with internal stakeholders across City of Darwin to coordinate and provide services needed to manage property uses, maintenance and upkeep of properties.
- Liaise with external stakeholders in all matters related to their potential or existing property agreements maintaining the contract requirements in accordance with strategic and legislative requirements.

## Compliance

- Ensure and maintain legislative compliance for City of Darwin across the property program area including but not limited to, Local Government Act and Regulations, Ministerial Guidelines, ICAC Act, Freedom Of Information Act, Planning Act, Law of Property Act, City of Darwin By-Laws and all other relevant guidance and legislation.
- Develop, implement and maintain appropriate policies and procedures to effectively manage program areas to ensure compliance with legislative and other operating requirements.
- Actively support internal and external auditing programs.

## Operations

### Property

- Ensure the commercial property, hybrid (commercial and community purpose property) and community property portfolios are managed proactively and to the expectations of the community and/or market standards as required.
- Oversee and manage staff in the property and carparks service team.
- Oversee all leases, licenses, permits and agreements related to City of Darwin property portfolio.
- Provide recommendations to the Executive and Council on the need for property acquisition and disposal as appropriate to allow for future needs of the City of Darwin.
- Oversee monthly rent reviews, renewals and currency of insurance on all agreements as the various leases, licenses and permits as they fall due.
- Manage the Property Register including the facilitation and coordination of property inspections for City of Darwin leases, licenses, permits and agreements.
- Manage the property budget and provide monthly budget variance reports as required and assist with providing information for the preparation of annual budgets.
- Facilitate acquisitions and disposal of property-related matters.
- Liaise with clients including lessees, permit holders and other government agencies regarding the propriety portfolio as required.
- Facilitate closure and opening of roads and walkways according to relevant policies and legislation.
- Liaise with City of Darwin solicitors concerning property matters including obtaining fee proposals.
- Manage all tenancy matters including EOIs and tenders for new tenants.
- Coordinate with staff property and contract related correspondence and Council reports.
- Monitor and review the operational aspects of Council's properties and relevant policies and strategies and ensure property procedures manual and files are maintained
- Monitor and report on the performance of the property portfolio.



### **Security**

- Manage City of Darwin's security contracts, renewals and tenders for City of Darwin properties.
- Ensure any security contractor engaged to represent City of Darwin performs in accordance with the contract documentation and identify non-compliant contract issues and report.

### **Community Markets**

- Oversee the coordination and management of City of Darwin's community markets.
- Monitor adherence by market operators with agreement schedules.

### **Team support (people and capability)**

- Maintain a performance-based culture ensuring probation reviews and performance reviews are completed as due and poor performance is managed in accordance with the stipulated guidelines for all direct reports.
- Lead by example and maintain compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times.
- Lead, coordinate and manage HR activities for your team to ensure an effective and standardised approach to recruitment, onboarding, payroll, training and performance management.
- Effectively manage employee relations issues within your section and seek advice from the Human Resources team as needed.
- Ensure that the accountabilities of staff are clearly defined and appropriately communicated and that systems are in place to monitor and report on performance within all areas of responsibility against agreed plans, objectives and budgetary requirements.

### **Workplace health and safety**

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.



## Position prerequisites

- Bachelor in Property or other relevant qualification and / or relevant business experience
- Minimum of three years in a similar senior role
- Possession of a Class C Drivers Licence
- National Police Records Check

**APPROVED BY:** \_\_\_\_\_ *Emma Struys* \_\_\_\_\_      **Date:** \_\_\_\_\_ *2/12/2024* \_\_\_\_\_  
Executive Manager Growth & Economic Development

## Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

