

## Job Description Form (JDF)

### Position details

|                    |                                       |
|--------------------|---------------------------------------|
| Position title:    | Team Leader Property Management Metro |
| Position number:   | 70220424                              |
| Classification:    | Level 6                               |
| Physical location: | Perth Metropolitan Area               |
| Award:             | PSA 1992                              |
| Agreement:         | PSCSAA 2024                           |
| Pillar:            | Corporate Services                    |
| Directorate:       | Asset Management                      |
| Branch:            | Operational Asset Management          |

### Reporting relationships

Reports to: Manager Operational Assets (70220423) Level 7

#### **This position**

Direct reports: 5

### Role summary

Leads and manages the property management team, which includes facilities, vehicle fleet and asset management; and building and marine maintenance functions. Assists in the development, evaluation and implementation of the property management and maintenance policy and procedures.

### About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Management

- Leads and manages the Metro property management team, and effectively utilising human, financial and physical resources to deliver outcomes aligned to the business requirements of the Department.
- Provides professional supervision and support to the property management team in complex facilities, vehicle fleet or asset issues.
- Manages accommodation leases, memorandum of understanding, licences to occupy, including third party co-locators for metropolitan facilities.
- Manages and protects the surplus and redundant sites.
- Provides direct assistance to disaster recovery of affected Departmental sites.

- Manages the compliance requirement of the Government and Department with respect to property management policy, procedures and guidelines.
- Establishes and monitors an audit plan and carries out investigations into non-compliance reports and makes recommendations to the Manager Operational Assets.
- Ensures all statistics relating to property management are maintained.
- Examines monthly budget reports and recommends actions as a result of property cost recovery and expenditure trends.
- Identifies learning opportunities for others and empowers them by delegating tasks and assures the quality of individual and team performance.
- Develops teamwork among staff to produce quality outcomes based on continuous improvement and customer centric services.
- Establishes and maintains effective internal and external networks and relationships to ensure that activities are integrated productively with other parts of the organisation.

### **Policy and Planning**

- Assists the Manager Operational Assets in the development, documentation, and review of the Department's policies, procedures, guidelines, and financial reports for the management of facilities, vehicle fleet, assets, and building and marine maintenance.
- Formulates, evaluates, recommends and implements property management operational strategies, which are aligned to achieving the business requirements of the Department.
- Develops and coordinates strategies to meet the requirements of Work, Health and Safety, across the Department's work sites.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

### **Work related requirements**

In the context of the role:

#### **Essential criteria**

##### **Role specific**

1. Demonstrated experience in property management, including but not limited to building services, facilities, vehicle fleet and assets management in a large organisation.
2. Ability to demonstrate understanding of government fleet and financial administration policy in an operational environment.

##### **Core capabilities**

3. *Build effective relationships*: Highly-developed communication and interpersonal skills with the ability to negotiate with a range of stakeholders, clients and suppliers.

4. *Challenge for innovation:* Well-developed skills in identifying trends and issues and making recommendations that contribute towards ongoing improvements.
5. *Think strategically:* Well-developed conceptual, analytical and problem solving skills.
6. *Deliver in a changing environment:* Highly-developed planning and organisational skills to manage high level projects.
7. *Lead and empower others:* Ability to lead a small team to deliver quality outcomes and customer service.

### **Desirable criteria**

1. Possession of a relevant tertiary qualification.

### **Special requirements/equipment**

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

### **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

### **Delegated authority**

Position title: Managing Director, Corporate Services

Endorsement Date: 11 April 2023