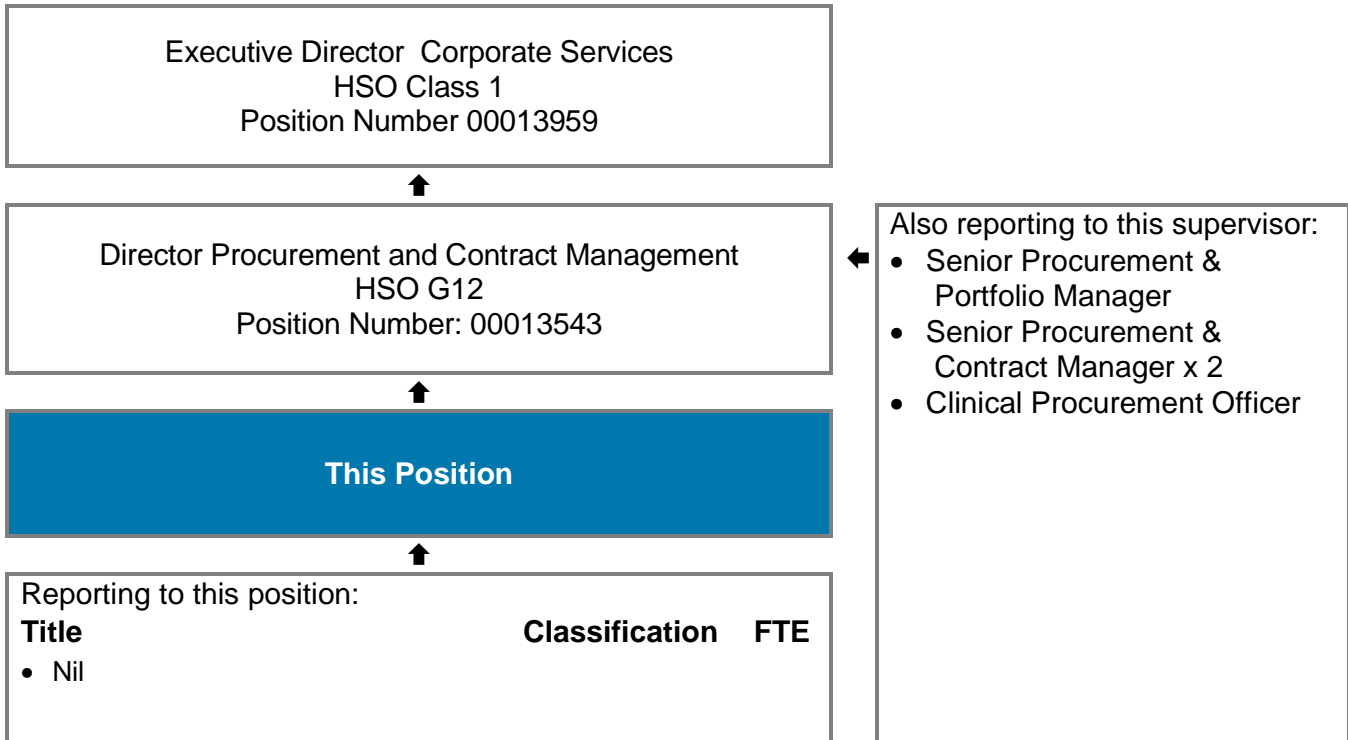




DoH Registered

**Manager Land and Property**  
**Health Salaried Officers Agreement; Level G9**  
**Position Number: 00014212**  
**Corporate Services / Procurement and Contract Management**  
**Perth Children’s Hospital**

### Reporting Relationships



### Key Responsibilities

Responsible for the management of a range of land and property focussing on existing and new land and property acquisitions including:

- Develops and manages high risk licences, leases and other types of land and property agreements;
- Prepares business cases, strategic accommodation plans, lease, license specifications
- Liaises with internal and external stakeholders to facilitate the efficient management and coordination of land and property matters in accordance with the relevant acts

### Brief Summary of Duties

1. Leads and manages land and property projects of a complex, major and sensitive nature.
2. Leads and manages the operations, advice and assistance to CAHS business units in the identification, assessment and implementation of a range of property management strategies to improve asset utilisation and value uplift for CAHS owned and controlled property, including leased in and out.
3. Ensures that relevant legislative and corporate governance requirements are applied to the Land and property activity within WA Health.
4. Arranges/facilitates Ministerial and Department of Commerce submissions and approvals for statutory clearances.
5. Provides responses to CAHS property related Ministerial and Parliamentary questions.
6. Ensures acquisitions and disposals comply with statutory requirements (Planning, State Supply, Public Works, Heritage, Native Title and Environment).
7. Coordinates leasing projects as required.
8. Manages leases, both leased in and out, including the collection and monitoring of rent and variable outgoings, ensuring compliance with relevant legislation.
9. Leads and manages the negotiation and consultative processes with service providers. Resolves difficult land and property issues.
10. Coordinates CAHS land and property dealings/transactions involving the Department of Health, Health Service Providers and Government Office Accommodation.
11. Manages the input and maintenance of information for the corporate database (LAPiS), the Department of Health Land and Property Register and the CAHS Property Register.
12. Coordinates staff accommodation, and all land, lease and property rentals and reviews, including the arranging of valuations.
13. Coordinates leased out reviews and ensures an adequate maintenance schedule is maintained with the Maintenance Coordinator
14. Establishes and maintains effective relationships and sound networks with internal and external stakeholders and liaises with them in relation to key functions and responsibilities.
15. Provides end of line policy, technical and operational advice to, or for CAHS Business units with respect to legislation and legal requirements, ownership, tenure, standards, market valuations, acquisition, leasing, disposal, negotiation, conveyancing and maintenance of land and real property, staff accommodation and other related issues.
16. Facilitates the formation of land and property documentation for high risk leases, licences.
17. Liaises with professional, technical, government and non-government agencies and individuals on land and real property issues
18. Provides leadership and management of strategies and initiatives related to implementing Land and Property matters for CAHS.
19. Ensures resource allocation principles, including cost efficiency, effectiveness and quality are maintained in decision making and reflected in provider agreements.
20. Ensures oversight for resolutions to NGO and business area on land and property requirements.
21. Initiates and manages land and property initiatives, projects, research and reviews land and property requirements for CAHS.
22. Leads the Land and Property strategic planning to ensure the provision of an integrated program and suite of projects delivered by CAHS.
23. Responsible for implementation, maintenance and promulgation of policies, standards, guidelines and procedures relating to the management of land, property, staff accommodation and leasing in and out.
24. Implements and reviews policy for property acquisition management and disposal issued by the System Manager.

25. Assesses/interprets cabinet directives and statutory provisions and applies requirements to Department of Health Policies, Standards and Procedures.
26. Negotiates/liaises with the Department of Health and other central government agencies on specific and whole of Government issues affecting land and property policies and administration.
27. Investigates/resolves town planning/zoning issues, native title clearances, statutory clearances under Health and other legislation, Freedom of Information requests and Heritage requirements.
28. Represents the Director and the Child and Adolescent Health Service on committees and other groups/meetings related to Land and property.
29. Proactively creates and develops opportunities with both new and existing clients in order to generate additional services and to enhance key relationships
30. Chairs or participates in meetings and planning/consultative forums as required.
31. Prepares briefings, reports, ministerial correspondence as required.
32. Works collaboratively with all divisions of CAHS.

### **CAHS Governance, Safety and Quality Requirements**

- Ensures as far as practicable, the provision of a safe working environment for visiting and onsite PCH tenants in consultation with stakeholders.
- Participates in the Child and Adolescent Health Service performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**Undertakes other duties as required.**

## Work Related Requirements

### Essential Selection Criteria

1. Substantial experience and knowledge in the area of land and property management, particularly in Government, and extensive knowledge of relevant legislation and ability to interpret and apply requirements.
2. Demonstrated ability and substantial experience in leading and managing a portfolio of leases (both leased in and leased out) and/or properties with competing priorities and deadlines.
3. Demonstrated knowledge of relevant policies and statutory requirements with demonstrated ability to interpret policy, standards and initiatives for land administration and property management and complex lease issues.
4. High level interpersonal, verbal and written communication skills including negotiation skills, and proven ability to identify and maintain key relationships with internal and external stakeholders.
5. Demonstrated experience and ability to prioritise and coordinate activities and work without direct supervision.
6. Well-developed research, analytical and conceptual skills in the land and property field.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Experience in management in Procurement and contract management.
2. Tertiary degree qualification in a relevant discipline.
3. Knowledge of trends and issues relevant to land and property management.

### Appointment Pre-requisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

## Certification

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

..... <b>Manager / Supervisor Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Directorate/ Dept. Head</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>

..... <b>Directorate/ Dept. Head</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
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**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

..... <b>Occupant Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
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**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	July 2018	<b>Last Updated on</b>	24 July 2018
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