

Property Manager

Level 6

Perth Office

Job Description

The Property Manager is responsible for all facilities and property assets owned and leased by Legal Aid WA. Responsibilities of the position includes management of stakeholder relationships, consultants and contractors, office fit-out projects, property asset procurement and preventative maintenance programs. This position will also be responsible for budgeting and financial management of property related works and conducting property assessments to ensure compliance with State Government and agency policies and procedures.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns and offers a range of services aimed at target groups or individuals with legal problems. Through our regional offices and main office in Perth and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

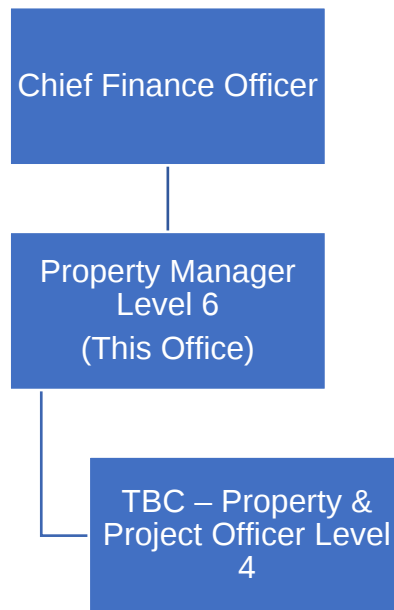
Client-centred We put clients at the centre of everything we do

Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships



Scope of Duties

Property and Asset Management

- Management of onsite accommodation capital and minor works projects from concept to completion, supported by external project consultants as required.
- Responsible for budgeting and financial management of all property related project works and maintenance contracts.
- Leads the procurement processes for all assets and property related works, including tendered works.
- Responsible for the management of preventative maintenance programs for all LAWA property leased or owned.
- Coordinates response to facility and equipment alarms and system failures.
- Management of all facilities and property assets owned or leased.
- Responsible for the preparation of business submissions to upgrade, relocate and fit-out of office premises.
- Responsible for the ongoing development of the 10-year strategic asset management plan.

Consultation and Stakeholder Relationships

- Establishes and maintains relationships with stakeholders and manages stakeholder relations.
- Responsible for the engagement and management of property related contracts and contractors.
- Manage and review service contracts to ensure facility needs are being met, including management and monitoring of contractors and escalating unresolved issues.

Property Administration

- Organises accommodation project meetings and prepares agendas and minutes.

- Responsible for conducting property assessments to ensure compliance with State Government and agency policies and procedures.
- Develops furniture and fittings replacement program as required.
- Responds to requests for changes to fit out or furniture, considering budget and OSH considerations.
- Manages office relocations.
- Prepares and maintains as constructed floor plans.
- Practices and promotes sound procurement management principles and guidelines.
- Coordinates and enforces compliance with OSH standards.
- Contributes to property management policy development and implementation.
- Supervises staff and undertakes performance monitoring and staff development.
- Undertakes metropolitan and regional travel to conduct site inspections as required.
- Available to attend site to supervise/coordinate planned after hours work and maintenance when required.
- Coordinates contractor access to the LAWA tenancy in accordance with set procedures when required.

Other

- Other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- **Extensive experience in the area of property and contract management.**
- **Highly developed planning, coordination and problem-solving skills.**
- **Highly developed oral and written communication skills, with the ability to build and maintain constructive relationships with stakeholders internally and externally.**
- **Highly developed financial and budgeting skills with a sound knowledge of State Government procurement practices.**
- Demonstrated ability to supervise and manage staff and the ability to organise workloads and meet deadlines.
- Willingness to travel within WA as required.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

QUALIFICATIONS / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- 'C' or 'CA' Class Western Australian Driver's licence or equivalent. (Desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.

Remuneration Information

Terms, Conditions and Benefits

- Salary Range: *Government Officers' Salaries Allowances and Conditions Award 1989 - Public Sector CSA Agreement 2019*. General Division Level 6 - \$102,966 - \$113,590 gross per annum.
- Benefits: 9.50% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1,815.47 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of "cash" and benefit items. Non-cash benefit items include superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements.
- Family friendly work environment, including a dedicated family room located at the Perth Office.
- Modern office space. End of trip facilities are available in most locations.
- 37.5 hour working week; four weeks Annual Leave per year; fifteen days Personal Leave per year (Sick & Carer's); up to three Public Service Holidays per year; options for purchased leave arrangements.
- Learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.