



Australian Institute of Architects

PROCUREMENT & PROPERTY MANAGER

Position Details	
Title	Procurement & Property Manager
Reports to	Director of Corporate Services
Division	Corporate Services
Location	Melbourne

ABOUT THE INSTITUTE

The Australian Institute of Architects is the peak body for the architectural profession in Australia, representing more than 12,000 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design.

POSITION RESPONSIBILITIES

- Capital works and repairs and maintenance project management for properties owned and leased by the Institute for its own operations (sourcing quotes / budgeting / forecasting / reporting / managing suppliers / liaising with stakeholders)
- Premises leased from third-party landlords: Identifying and recommending potential office premises and lease negotiations with owners / agents
- Premises leased to third-party tenants: Sourcing potential tenants and lease negotiations with tenants
- Inform and support Legal Counsel with annual insurances renewal and in the event of claims
- Risk management in relation to property portfolio, including premises-related WHS compliance and reporting on risk and compliance.
- Procurement:
 - Development and implementation of strategic procurement policy and detailed processes
 - Periodical identification and prioritisation of procurement types and relationships where results can be improved (quality / quantity / cost)
 - Hands on procurement activities for material projects and functions not specifically delegated to specialist Managers (Finance, Legal, ITC and HR functions)
 - Support periodical assessments by the Director of Corporate Services of material supplier relationships, focusing on probity, compliance and value for money achieved
 - Conduct sample assessments of supplier relationships that are overseen by other Managers

RELATIONSHIPS

- This position reports to the Director of Corporate Services.
- Has significant contact with:
 - Internal:
 - (a) Director of Corporate Services (people leader)
 - (b) Director of Legal & Governance (property and procurement contracts support)
 - (c) EXCO, General Managers & Executive Directors (Chapter and Functional procurement requirements)

(d) Accountant (budgeting, forecasting and reporting procured expenditure and property revenues)

(e) Investment Committee (oversight of property portfolio on behalf of Board)

External:

(a) Material suppliers

(b) Owned property tenants and leased property owners / agents

(c) Property advisors, valuers and listing agents

POSITION REQUIREMENTS

➤ **Minimum Education Requirement**

Qualifications relevant to the position including certificate, diploma or associate degree in property management/procurement.

➤ **Minimum Experience Requirement**

At least 2 years of relevant experience in a similar position:

Experience in a similar property management and/or procurement role (preferably with experience of both);

Candidates with commercial (small tenancy) leasing and negotiation experience will be preferred;

Experience with property management software (cloud-based)

Experience in the use of Microsoft Office suite of software – Excel/Word/Outlook.

➤ **Knowledge, Skill and Abilities critical to the performance of the position**

Ability to prioritise, organise and manage workload to meet deadlines;

Well-developed verbal communication skills reflecting demonstrated interpersonal, negotiation, presentation and relationship building skills;

Professional telephone and e-mail manner and ability to provide support and deal with queries in a helpful and prompt manner;

Ability to work as a part of a team as well as be independent and proactive.

Can demonstrate experience engaging with a broad cross-section of stakeholders with varying or competing interests in and priorities for a property portfolio;

Commercially-minded and pragmatic approach to property management and leasing;

Has a network of property or procurement professionals and suppliers.

➤ **Personal Attributes:**

A positive, proactive attitude;

Professional and meticulous;

Impeccable personal integrity;

Value for money and risk / opportunity conscious;

Willingness to acquire and share new knowledge and familiarise oneself with the organisation and its operating environment, tenants, lessors, suppliers and advisors;

Motivated by positive contribution to team environments through a collaborative and cohesive approach.