

POSITION DESCRIPTION

Title	Property & Procurement Manager
Reports to	Chief Financial Officer
Department	Finance
Employment type	Permanent full time
Location	Melbourne

ABOUT THE INSTITUTE

The Royal Australian Institute of Architects Ltd is the peak body for the architectural profession in Australia, representing more than 11,000 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design.

POSITION PURPOSE

The Property & Procurement Manager is an integral part of the Finance team, reporting into the Chief Financial Officer and is responsible for performing duties associated with the management of property and procurement across the organisation.

The Institute maintains a portfolio of leasehold and freehold properties across Australia with an office presence in each Capital City. The role of Property & Procurement Manager is responsible for the strategic and operational management of the Institute properties from maintenance program implementation to managing the Annual Capital Expenditure Budget and works program.

The role is also responsible for the implementation and maintenance of the Institute's best practise procurement policy across the organisation.

ACCOUNTABILITIES

In accordance with Institute policies, procedure and guidelines and working in association with relevant staff, the Property & Procurement Manager will be accountable for:

Property

- Develop and manage Annual Property Operating Budget
- Develop and manage Annual Capital Expenditure Budget and works program
- Manage all contractors for property related operational requirements across the portfolio i.e. cleaning, utilities, security, essential services, air conditioning, repair and maintenance, emergency response etc

- Represent the Institute at Owners Corporation and Committee meetings as required
- Develop and implement an annual maintenance schedule for all properties owned and leased
- Project Manage office fit outs, relocations, Cap Ex upgrades and refurbishments (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 the annual insurances renewal process and any requirements related to claims
- Risk management in relation to property portfolio, including premises-related WHS compliance and reporting on risk and compliance
- In conjunction with the People and Culture team develop and maintain emergency response management processes and procedures at all institute locations including first aid requirements

Procurement

- Implement best practise procurement policy and systems across the Institute
- Develop and implement effective procurement processes and procedures to ensure that the needs of the business are managed in accordance with the Institute's governance framework.
- Support and undertake procurement training and development programmes for Institute staff and contractors
- Manage the development and implementation of category management strategies to optimise the Institutes procurement spend
- Establish and maintain an electronic register of all current and future contracts entered by the Institute
- Support the development of effective internal communication and support processes which ensure all stakeholders are kept well informed
- 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)

- Conduct periodical assessments of material supplier relationships, focusing on probity, compliance and value for money achieved

QUALIFICATIONS AND EXPERIENCE

The Property & Procurement Manager should have the following:

- Completion of qualifications relevant to the position including certificate, diploma or associate degree in property management/procurement
- At least 5 years of relevant experience in a similar property management and/or procurement role (preferably with experience of both)
- Demonstrated experience 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 AND SKILLS

It is preferable that this person has:

- 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 and procurement professionals and suppliers
- 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

KEY RELATIONSHIPS

Internal

- Chief Financial Officer (people leader)
- Legal Counsel (property and procurement contracts support)
- Executive Committee, General Managers & Executive Directors (Chapter and Functional procurement requirements)
- Finance Manager (budgeting, forecasting and reporting procured expenditure and property revenues)
- Investment Committee (oversight of property portfolio on behalf of Board)

External

- Major suppliers
- Owned property tenants and leased property owners / agents
- Property advisors, valuers and listing agents

EMPLOYEE RESPONSIBILITIES

All employees are required to:

- Adhere to Institute's values and code of conduct.
- Fully understand the requirements of their role and follow procedures and work instructions as relevant to their department.
- Gain knowledge of and comply with policies, procedures and instructions including:
 - Work, Health, Safety & Environment (WHS &E);
 - Human Resources (HR)
 - Finance and
 - Computing Security and Usage
- Understand emergency procedures, location of evacuation points and take all reasonable steps to ensure a safe environment.
- Take reasonable care for their personal health and safety as well as that of other people who may be affected by their conduct in the workplace.
- Participate in annual performance development and review and any relevant training as required for their position.
- Participate in audits and corrective action as required.

- Perform other duties as required.

All employees with management / supervisory responsibilities are required to:

- Provide adequate instruction, information, supervision and training for all direct reports to perform their work in a safe manner.