

<b>Job title:</b> Coordinator Strategic Property Program	
<b>Classification:</b> SEO	<b>Effective Date:</b> 1 July 2023
<b>Reports to:</b> Executive Manager Transformation	<b>Tenure:</b> 30 June 2025

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous, and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive, and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures, and training to achieve these commitments.

## Goal Statement

This position is responsible for leading the delivery of Council's Strategic Property Program. This program will determine how to best manage Council's vast property portfolio including the delivery of 2 key strategic projects: library infrastructure planning and silver grove options analysis.

## Key Responsibilities

### *Position Specific Responsibilities*

- Develop, implement, and manage the strategic property program including the 2 targeted projects: library infrastructure and silver grove investigations.
- Managing the delivery of a library infrastructure assessment and plan with the use of specialist vendors.
- Develop an approach to the ongoing strategic decision making managed and planned for in a strategic way, with interests of all stakeholders balanced against corporate objectives.
- Manage vendors to deliver expert and specialist advice to inform decision making.
- Managing the identification, selection and scoping of property requiring consideration by the Project.
- Inform the Transformation Steering Committee of project performance, challenges and development needs whilst ensuring leadership support needs are fulfilled.
- Create a collaborative and supportive partnership with all departments.
- Report to the Executive Leadership Team and Council on a quarterly basis with regards to benefits realisation and project status.
- Ensure the program (including all projects) supports, enables, and interfaces into the broader Transformation Program to deliver financially sustainable outcomes.

### *Corporate Responsibilities*

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.

- Apply sound financial management techniques to team budget processes and organisational long term financial planning.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development, and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

### Authority

**Budget:** The position is responsible for the management and development of the Strategic Property Project Budget.

**Staff responsibility:** The position is responsible for the leadership of one staff member (Project Support Officer).

**Decision Making:**

- The position is accountable to the Executive Manager Transformation for the efficient and effective management of the Strategic Property Project within agreed budget, quality, and time constraints. Decisions and actions taken in this position may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- The position works closely with Director Corporate Services, Chief Executive Officer, and Councillors.
- The position has the authority to identify the need for and develop policy options.
- The position has authority and freedom to act within established operational and budgetary guidelines and the provision of various Acts, regulations, codes, and City policies.
- The position fully briefs the Executive Manager Transformation and Director Corporate Services on significant issues of operational and strategic importance.

### Key Relationships

- The position liaises with management and staff at all levels up to and including the Chief Executive Officer and Executive Manager Transformation.
- The position provides advice on Strategic Property Project to the Director Corporate Services, Transformation Steering Committee, Executive Leadership Team, and Councillors.

## Skills and Attributes

### Qualifications/Certificates/Licences and Experience

- Tertiary qualification in business administration, project management, property, planning or relevant another speciality.
- Demonstrated ability to influence and lead others through the adoption of change which will benefit customers, the organisation, and its stakeholders.
- Demonstrated experience managing projects to deliver on-time and objectives.
- Demonstrated understanding of local government services and community engagement requirements.
- Demonstrated understanding of the long-term goals of the wider organisation, the legal, socio-economic, and political context in which it operates.
- Sound knowledge of budgeting and relevant accounting and financial procedure.
- Ability to develop financial modelling and applied analysis.
- Property Development or Land-Use Planning experience desirable.
- Working with Children Check.

### Technology

- High competency in the use of Microsoft applications, including MS Teams, Word, Excel & PowerPoint. Experience with SharePoint desirable.
- High competency with the principles and application of continuous improvement practices and processes to enhance business systems and processes.

### Interpersonal

- Highly developed oral and written communication skills with the ability to communicate, negotiate and work collaboratively with a range of stakeholders to achieve targeted outcomes.
- Is comfortable with constant change, and able to adjust accordingly.
- Manages own emotions and acts as a stabilising influence in emotionally charged situations.
- Demonstrated ability to negotiate with and influence stakeholders to achieve outcomes in a complex political environment.
- Highly developed influencing and negotiation skills.
- Resilience in challenging work environment with conflicting priorities and interests.
- The ability to gain cooperation and assistance of stakeholders to discuss and resolve specialist problems and identify solutions to new business problems.

### Leadership/management:

- The ability to provide leadership and guidance to staff under supervision and to develop and monitor performance objectives for staff.
- Experience leading teams to deliver work plans to achieve strategic objectives.

- Knowledge of and commitment to the principles of equal opportunity.

### Key Selection Criteria

1. Demonstrated experience managing the development of strategic options for executives, boards and/or elected officials.
2. Highly developed oral and written communication skills with the ability to communicate, negotiate and work collaboratively with a range of stakeholders to achieve targeted outcomes.
3. Demonstrated ability to influence stakeholders to achieve outcomes in a complex political environment.
4. Demonstrated experience managing complex projects to firm timeframes.
5. Demonstrated experience managing multiple vendors to deliver on targeted outcomes.
6. Demonstrated experience applying commercial acumen.
7. Demonstrated ability to creatively or innovative navigate through complex decision-making process.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist to work at low levels.	N/A		
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	N/A		
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	N/A		
<b>Standing</b> Tasks involve standing in an upright position	N/A		
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	N/A		
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	N/A		
<b>Lifting/Carrying</b> Tasks involve raising, lowering, and moving objects from one level position to another	N/A		
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	N/A		
<b>Keyboard Duties</b>  Tasks involve sitting at workstation and using computer.		Daily	
<b>Satisfactory Vision</b>  Standard of vision required equal to that required for driver's licence	N/A		