

Position Description

About Moore Theological College	
Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration, Stewardship, Innovation and Improvement, Cooperation and Teamwork

Position Details	
Position Title:	Property Officer
Primary Purpose:	To ensure efficient, professional administration of the Property office.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 6
Special tools/equipment or conditions:	General office equipment National Police Check required
Relationships:	<p><i>Internal:</i></p> <ul style="list-style-type: none"> • Property team • Finance team • Operations team • Faculty • Staff <p><i>External:</i></p> <ul style="list-style-type: none"> • Students • Suppliers • Contractors • CMS • Utilities providers • Commercial tenants • Strata management and committee/s
Reports to:	Property Manager
Direct reports:	1
Accountability for budget and/or revenue:	N/A
Date of issue:	August 2024

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Extensive experience in administration, including:
 - excellent attention to detail
 - the ability to plan and manage competing priorities
 - the ability to exercise discretion and maintain confidentiality in sensitive matters
 - the ability to work independently and within a team
- Experience in lease and contract administration
- Excellent problem-solving skills and an outcome-focused approach, including the initiative to harness resources, identify areas of improvement and propose/implement solutions
- Excellent written and verbal communication, interpersonal and customer service skills
- Proficient in the use of Microsoft applications (e.g. Outlook, Word and Excel), databases and other computer systems (e.g. records management, financial, online request management/issue tracking/service management)
- Ability to lead and motivate team members to accomplish tasks, including the ability to manage and delegate tasks, train and provide constructive feedback to team members
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- Tertiary qualification in business administration or a property-related discipline
- Current NSW driver licence (Class C)

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name:

Signature:

Date:

Key Accountabilities

Key Performance Area	Key Tasks	Performance Indicators
Quality		
<p>Manager Support and Property Administration</p>	<ul style="list-style-type: none"> • Provide administrative support to the Property Manager, including but not limited to: <ul style="list-style-type: none"> ○ diary management, including arranging meetings as required; ○ monitoring and managing phone calls and email correspondence, prioritising actions and escalating where necessary; ○ preparing and editing documents, presentations and reports as required; ○ Preparing agendas and minutes for meetings (e.g. toolbox talks). • Conduct property inspections and write reports. • Assess and administer utilities, liaising with providers, residents and tenancies. • Be responsible for lock and key management. • Lodge and manage building insurance claims in liaison with the Financial Controller. • Calculate and recover costs for CMS repairs. • Work alongside Property Manager on annual budgets. • Update and maintain the property database as needed. • Manage the reconciliation and payment of invoices. • Manage administration of department credit cards. • Manage stock orders as required. • Ensure the Property office is staffed during operational hours. 	<ul style="list-style-type: none"> • A high standard of administrative support is provided to the Property Manager. • Accuracy, timeliness and quality customer service are upheld when completing work. • Tasks are completed and workflows are maintained and coordinated within appropriate time frames/as per schedule. • Property inspections and reports are thorough. • Lock and key administration are managed effectively. • Claims, repair costs, payments, expenditures and orders are regularly processed, and accounts are kept in good order. • The Property database is up to date. • The Property office is in good order and customer needs are attended.

Influence		
Communication	<ul style="list-style-type: none"> • Ensure that relevant information regarding Property matters, plans or issues is effectively communicated to key stakeholders, including faculty and staff. • Assist and liaise with staff, subcontractors and suppliers as required. 	<ul style="list-style-type: none"> • Stakeholders are kept informed. • Communication/correspondence is clear, timely and appropriate to the audience. • Enquiries are responded to within 48 hours. •
Cross-unit Cooperation	<ul style="list-style-type: none"> • Collaborate with other departments as required. • Communicate issues, needs, or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for. • Provide support to faculty and management where appropriate. 	<ul style="list-style-type: none"> • Other departments are aware of potential impacts of department plans. • Information is provided accurately and in a timely manner.
Capacity		
Lease Administration	<ul style="list-style-type: none"> • Administer lease conditions and Memorandums of Understanding (MOUs), as directed. • Represent College at strata meetings, as delegated. • Liaise with Property Manager to ensure building management systems are functioning. • Set up administrative procedures in conjunction with relevant areas of College to assist with the operation of the Property team. 	<ul style="list-style-type: none"> • Adherence to allocated lease conditions is ensured, including lease expiry conditions. • Attendance at strata meetings, as delegated. • Ensure property administration and activities are aligned with College needs.
Waste Disposal and Cleaning	<ul style="list-style-type: none"> • Administer waste disposal and recycling • Manage the contract cleaners 	<ul style="list-style-type: none"> • Waste disposal and recycling occur regularly and efficiently. • Cleaning matters are handled appropriately as they arise.

Sustainability		
Property Processes and Practices	<ul style="list-style-type: none"> • Develop effective procedures, processes and practices for the Property team, identifying opportunities for improvements and efficiency. • Assist in maintaining WHS documentation for the Property team. 	<ul style="list-style-type: none"> • Procedures and practices, including documentation, are reviewed and maintained on a regular basis. • WHS documentation is up to date.
Concierge Support	<ul style="list-style-type: none"> • Cover the Concierge desk when the Concierge is absent, including but not limited to managing the email inbox, arranging room and car parking bookings, answering phones, handling visitors, etc. • Handle enquiries from internal or external stakeholders as required. 	<ul style="list-style-type: none"> • Enquiries are handled in a friendly, professional and efficient manner and people are directed to the right location or department. • Tasks are completed as agreed.
General		
Team Leadership	<ul style="list-style-type: none"> • Manage the team, including but not limited to induction, training, performance reviews and regular supervision and feedback. • Ensure knowledge, information and decisions are regularly communicated to the team. • Develop a positive team culture. 	<ul style="list-style-type: none"> • People and Culture processes are followed as per timeframes in the relevant procedures. • Staffing issues are addressed as soon as they arise. • Team members are equipped with the knowledge and information to effectively do their role.
Community	<ul style="list-style-type: none"> • Demonstration and personal leadership of the College's values. • Demonstrate leadership in making positive contributions to the College culture. • Encourage teamwork and foster good communication. • Demonstrate leadership in working collaboratively with others. • Actively participate in team and other meetings. 	<ul style="list-style-type: none"> • Participation in team and other meetings. • Contributes positively to the College culture. • Team members contribute to team and other meetings. • Team members contribute positively to the College culture.

Risk and Compliance	<ul style="list-style-type: none"> • Compliance with WHS legislation, policy and procedures. • Demonstrate leadership in promoting and raising awareness of WHS in the College community. • Contribute to the maintenance of a safe, clean environment in the College community. • Ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks. • Ensure risk is managed appropriately in all work activities. • Ensure records are managed within the policy requirements. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Risk assessments are conducted prior to new activities being undertaken. • WHS is promoted within team meetings. • Team attends WHS training. • Evidence of risk management in work activities. • When applicable, documents are regularly updated in the record management system.
Professional Development	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Promote and encourage professional development within the team. • Participate in the annual performance review. • Conduct the annual performance review with the team. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Team members are engaged in professional development annually. • Performance reviews are conducted annually.