

Eastern Health

POSITION DESCRIPTION

Position Title:	Manager Property Management Services
Award Classification:	HS3
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Manager and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025.
Position Reports to:	Director Of Asset Management Infrastructure & Digital

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Manager Property Management Services will be accountable for all lease and tenancy management across all Eastern Health property portfolio. The role requires working closely with all associated teams to support and implement leasing/tenancy lifecycle management functions within the departmental portfolios to ensure their service delivery levels.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Lease Lifecycle Management focusing on:
 - Strategic Planning: Support development of lease based on workplace strategy, market conditions and portfolio.
 - Lease Negotiation & Execution: Identifying potential properties, analyse market trends and negotiate lease terms. Culminates to signing of lease, documentation and completion of onboarding.
 - Lease / Property Administration: Ongoing management of the lease after it's signed. It includes tasks like:
 - Tracking key dates & info: Rent deadlines, renewal/termination option periods, and other critical dates & information – Title, Planning doc, Valuation, etc.
 - Managing rent payments: Managing timely payments, operating expenses and rent increase/s.
 - Compliance & Adaptation to Market Changes: Staying up-to-date with lease terms and regulations.
 - Financial record-keeping: Maintaining records of rent, expenses, outgoings and other financial info.
 - Property maintenance: Addressing maintenance issues and ensuring compliance with lease terms regarding property upkeep.
 - Lease Renewal or Termination: Manage lease expiration, which involves either renewal, negotiating new lease, or termination.
 - Close-Out and Post-Expiration: Manage activities after the lease expires, such as vacating the property, returning any equipment or assets, and final reconciliation of financial obligations.
- Ensure all activities comply with Eastern Health policies, standards, guidelines and procedures.
- Coordinate Maintenance work, Capital work planning and property Site handover/take-over
- Manage all relevant documentation, maintain the lease and tenancy register (via Jaggaer) and ensure that the property database maintains current information.
- Assist in the procurement of valuations, audit, leasing and tenancy services and manage leasing for vacant areas as directed by the internal client
- Provide asset performance reporting of real estate transaction and activities against agreed performance parameters
- Develop and Implement Property Management Policies to support effective lease lifecycle activities
- Foster and maintain positive working relationships with stakeholders, tenants, contractors, suppliers, and consultants.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and

accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The

incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Ability to work within an integrated and multidisciplinary services model, delivering Precinct Space Management, Facilities Management, Capital Project Management and Financial Management Services
- Ability to work well within a small team with strong internal communication skills
- Knowledge in Government practices, relevant legislation and policies, standards and agreements about property and lease lifecycle activities.

Desirable

- Experience in a mix of commercial, retail and residential property
- Knowledge in business, asset management and/or financial planning
- Adaptive to change and use flexible / innovative approach to problem solve
- Proficient in desktop applications such as Word, Excel, and Outlook
- Knowledge and experience in using digital property, facility or maintenance management software would be advantageous
- Knowledge of financial analysis, asset portfolio management, interpretation and reporting requirements related to property-related information and trends
- Certificate IV in Real Estate Practice Victoria (CPP41419) or eligible to be an agent's representative, Real Estate Certificate of Registration or Licence

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au