



Position Details

Position title:	Property Development Associate
Award Classification:	Band 7
Department:	Property and Assets
Division:	Operations and Infrastructure
Date Approved:	May 2024
Approved By:	Manager, Property and Assets

Organisational Relationships:

Reports To:	Head of Real Estate Portfolio
Supervises:	Nil
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Tenants, community, government representatives, statutory authorities, clients, consultants and contractors.

Position Objectives

- Deliver property development projects, including property transactions, critical to supporting Council strategy and operations, and the performance of its property portfolio.
- Projects meet expectations in terms of quality, timing, deliverables and outcomes.
- Provide quality advice to Council, the Executive and Senior Leadership.

Key Responsibilities and Duties

- Generate and assess feasibility of development options.
- Identify, acquire and dispose property in response to Council needs.
- Negotiate property transactions – freehold and leasehold.
- Co-ordinate due diligence, including engaging and managing external consultants.
- Plan and manage property project activities including governance, scope, dependencies, project controls and risk mitigation.



- Provide support and advice to the Head of Property Projects, Manager Asset Management and Property, Executive Leadership Team, Mayor, Councillors and service managers in relation to the development of the property portfolio and the delivery of property projects.
- Provide leadership and advice to Council's strategic property initiatives.

Accountability and Extent of Authority

The incumbent has authority to:

- Negotiate leases and licences, and to negotiate option, sale or purchase price, terms and conditions, subject to Council delegations, policies and procedures and legislative requirements.
- Assist in the development of complex recommendations and reports for Council using a wide range of considerations to achieve sound property outcomes for the benefit of Council and the community.
- Liaise with and provide specialist advice to Senior management and staff.
- Exercise level 5 management delegations.

Judgement and Decision Making

- Decisions made and advice provided by this position directly impacts the delivery of Council Plan, including the success of its major initiatives where guidance is not always available.
- A high degree of specialist knowledge and problem solving is required to deal with unique and complex property challenges, including to assist in policy development and execution in areas where: there are competing interests; processes and procedures are not well defined; and the issues are politically sensitive and/or emotive.
- Needs the capacity to interpret legislation and to apply this to practical situations requiring choice between a range of options.

Specialist Skills and Knowledge

- Understand the fundamentals of property economics, property market norms and trends.
- Promote high performance collaboration - through empathy, leadership, teamwork, and constructive and integrative negotiation.
- Highly developed self-management.
- Intermediate contract management skills.
- Proficiency in the interpretation and application of legislation.
- Basic project management skills and knowledge.
- Well-developed analytical, conceptual, and strategic thinking skills with an ability to develop creative solutions that advance Council objectives.



Management Skills

- Capacity to successfully manage multiple projects/transactions simultaneously.
- Ability to coordinate and motivate external consultants (for example: valuers, lawyers, and other technical specialists).

Interpersonal Skills

- Develops and maintains effective working relationships with colleagues and external stakeholders.
- Contribute actively to a positive, professional working environment.
- Emotional intelligence and professional maturity to advance project outcomes, even in situations that will involve disagreement or dissension.
- Works effectively as a member of a diverse team across Council.
- Skilfully verbally communicate complex information and issues.
- Writes effective reports on complex issues.
- Maintains professionalism, integrity and confidentiality.

Qualifications and Experience

Academic:

A tertiary degree in commerce, finance, economics, project management, law or the built environment (for example: architecture, property, property valuation, civil engineering).

Experience:

Three or more years direct experience in property acquisition, development, corporate real estate, or transaction advisory, including at least one year with leadership or key involvement in the delivery of complex property projects or transactions.

Compliance

- Ensure that you are familiar with the legislative requirements related to property sales, acquisitions, and leasing, particularly the Retail Leases Act 2003, Crown Land (Reserves) Act 1978 and Local Government Act 2020.
- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures.
- Take responsibility for ensuring that employees are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures.



Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

Key Selection Criteria

- Three or more years direct experience in property acquisition, access acquisition, property development, property transaction advisory, corporate real estate, or property investment management - including key involvement in the delivery of a complex project or transaction.



- A tertiary degree in commerce, finance, economics, project management, law or the built environment (for example: property, valuation, architecture, urban design, civil engineering, construction).
- Experience in liaising and negotiating with community members or community organisations.
- Basic skills in discounted cash flow modelling (either in spreadsheet or proprietary software).
- Demonstrated experience in writing reports or papers for boards, senior executives, external clients, or the public.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.