

JOB FAMILIES

[SENIOR EXECUTIVE](#)

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JOB SECTION: SENIOR EXECUTIVE

71005 [General Manager - Operations](#)

71010 [General Manager - Development](#)

71015 [General Manager - Property](#)

POSITION DESCRIPTION

Position Title: General Manager - Operations
Position Code: 71005
Career Level: 7

Responsible for

Determining strategies and procedures to ensure centre is maintained to agreed standard, achieving desired customer and tenant satisfaction levels.

Reports To

Chief Executive Officer.

Supervises

Facilities and maintenance staff.

Main Activities

- Providing direction to ensure maintenance costs are kept to a minimum while still meeting quality standards and fulfilling contractual and other legal requirements.
- Negotiating contracts to ensure agreed service levels are maintained while optimising costs.
- Maximising the everyday satisfaction of the Centre's customers and retailers with the facility provided.
- Ensuring that specific maintenance standards, agreed quality standards and all legal requirements, OH&S and Workcover are met.
- Identifying and costing repairs and maintenance for planning and budgeting purposes.
- Developing and controlling of the budget for the business unit and preparing reporting requirements.
- Providing support and assistance to the Chief Executive Officer on corporate and group issues where required.
- Working with a marketing team to develop strategies to market the property assets.
- Maintaining a comprehensive body of policies and standards related to building services delivery and providing clear operating procedures and guidelines.

Key Skills

- Computer skills.
- Negotiation skills
- Good communication skills.
- Strategic planning and resource management skills.
- Ability to communicate and manage relationships with external service providers and contractors.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal Contacts

Development and construction business units, legal and finance departments, centre management staff.

External Contacts

Customers, retailers, landlords and contractors.

Typical Experience

At least 10-12 years relevant management and operational experience coupled with tertiary level qualifications.

POSITION DESCRIPTION

Position Title: General Manager - Development
Position Code: 71010
Career Level: 7

Responsible for
Determining and managing strategies to drive new development opportunities to the market.

Reports To
Chief Executive Officer.

Supervises
Lease administrators, contractors and project staff.

Main Activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives.
- Ensuring that the company's property portfolio is managed so the portfolio remains strategically positioned and value adding.
- Ensuring that the knowledge skills and capabilities of the property development team are developed.
- Developing and implementing strategies to grow the business.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
- Developing and implementing appropriate property management policies, systems and processes.
- Preparing of annual budgets and reporting on performance against targets. Preparing any other reports required by General Manager.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.
- Directing and motivating subordinate managers to achieve agreed targets.
- Communicating with the Chief Executive Officer to ensure he/she remains fully informed of all significant operating issues.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal Contacts
Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts
Builders, contractors, authorities, clients and suppliers.

Typical Experience
A minimum of 10 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property development or business related degree.

POSITION DESCRIPTION

Position Title: General Manager - Property
Position Code: 71015
Career Level: 7

Responsible for

Determining and managing strategies to manage property assets, investments and developments.

Reports To

Chief Executive/Managing Director.

Supervises

Valuation department, acquisitions team, leasing department and project staff.

Main Activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives.
- Ensuring that the company's property assets are managed so the portfolio remains strategically positioned and value adding.
- Ensuring that the knowledge skills and capabilities of the staff are developed.
- Developing and implementing strategies to grow the business.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
- Preparing of annual budgets and reporting on performance against targets. Preparing any other reports required by the Chief Executive Officer.
- Communicating with the Chief Executive Officer to ensure he/she remains fully informed of all significant operating issues.
- Directing and motivating subordinate managers to achieve agreed targets.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal Contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts

Builders, contractors, authorities, clients and suppliers.

Typical Experience

A minimum of 15 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property or business related degree.

JOB SECTION: OPERATIONS AND FACILITIES

15245 [Senior Delivery Manager](#)

15250 [Delivery Manager](#)

POSITION DESCRIPTION

Position Title: Senior Delivery Manager
Position Code: 15245
Career Level: 5

Responsible for

Ensuring superior customer satisfaction by managing the relationship between business stakeholders and facility service providers.

Reports To

Operation Manager/ Head of Property

Supervises

Delivery Managers

Main Activities

- Ensuring that the business is provided with professional advice and service.
- Ensuring that service level agreements are developed , implemented and monitored.
- Managing and controlling costs on behalf of the business.
- Facilitating communication between business units and service providers to ensure that service providers understand the business needs and that service level expectations are understood and met.
- Working closely with senior business stakeholders to develop and deliver strategic accommodation plans.
- Leading the development of business cases for new and changed space requirements.
- Managing delivery management team.

Key Skills

- Excellent communication and negotiation skills.
- Flexible and responsive to client needs.
- Strong customer service orientation.
- Ability to lead and direct a team to achieve targets.
- Openness to new ideas/innovative.
- Knowledge in space planning and/or delivery of fit out projects.

Internal Contacts

Business Unit General Manager and senior executives, facilities team,

External Contacts

Regulators and service providers.

Typical Experience

Minimum of 10 years experience in property space planning or fit out role coupled with relevant tertiary qualifications or trade accreditations.

POSITION DESCRIPTION

Position Title: Delivery Manager
Position Code: 15250
Career Level: 4

Responsible for

Ensuring that key business stakeholders are satisfied with the facility services provided. Acting as the go between for the business units, facilities team and the third party services providers.

Reports To

Senior Delivery Manager

Supervises

No supervisory responsibilities.

Main Activities

- Ensuring that all business units are provided with professional property services.
- Providing operational property advice and support to business units.
- Facilitating communication between business units and service providers to ensure that service providers understand the business needs and that service level expectations are understood and met.
- Leading the development of business cases for new and changed space requirements.
- Providing policies, procedures and standards to business units.
- Managing costs and scrutinising expenses in line with financial targets.

Key Skills

- Excellent communication and negotiation skills.
- Flexible and responsive to client needs.
- Strong customer service orientation.
- Openness to new ideas/innovative.
- Knowledge in space planning and/or delivery of fit out projects.

Internal Contacts

Business Unit General Manager and senior executives, facilities team,

External Contacts

Regulators and service providers.

Typical Experience

Minimum of 5 years experience in property space planning or fit out role coupled with relevant tertiary qualifications or trade accreditations.

JOB SECTION: PROPERTY DEVELOPMENT

- 72005 [Senior Property Development Manager](#)
- 72010 [Property Development Manager - Commercial](#)
- 72015 [Property Development Manager - Retail](#)
- 72020 [Property Development Manager - Residential](#)
- 72025 [Associate Property Developer](#)

POSITION DESCRIPTION

Position Title: Senior Property Development Manager
Position Code: 72005
Career Level: 6

Responsible for

Driving new development opportunities to the market by leading and managing people across all activities associated with property development.

Reports To

Head of Development/ GM Development.

Supervises

Property Development Team, Leasing Managers, Project Managers

Main Activities

- Initiating, managing and completing property development projects in accordance with organisations strategies.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Ensuring the organisation is offered opportunities to present proposals for potential development projects and effectively market proposals for leasing and investment.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Developing and implementing appropriate property management policies, systems and processes.
- Preparing detailed project strategies and plans for development projects and undertake detailed feasibility and financial analysis of prospective projects, project tracking and evaluation.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.
- Leading and managing the property development, leasing department and project management teams.
- Selecting and managing projects teams of consultant and contractors.
- Assisting with the development of business plans.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Ability to manage a team.
- Computer skills.
- Excellent time management skills.

Internal Contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts

Builders, contractors consultants. Real estate agents, authorities, clients and suppliers.

Typical Experience

A minimum of 10 years experience in the property industry 5 years of which spent in property development role. Will also possess relevant tertiary qualifications in either Property development or business related degree.

POSITION DESCRIPTION

Position Title: Property Development Manager - Commercial
Position Code: 72010
Career Level: 5

Responsible for

Driving new development opportunities to the market by overseeing the requirements for project finalisation.

Reports To

Senior Property Development Manager.

Supervises

May assist in supervising of lease administrators, contractors and project staff.

Main Activities

- Conducting studies and research around project feasibility and costs.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Coordinating with leasing department and centre management to ensure full occupancy.
- Assisting in the Development and implementation appropriate property management policies, systems and processes.
- Managing external client relationships.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal Contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts

Builders, contractors, authorities, clients and suppliers.

Typical Experience

A minimum of 5 years experience in the property industry . Will also possess relevant tertiary qualifications in either Property development or business related degree.

POSITION DESCRIPTION

Position Title: Property Development Manager - Retail
Position Code: 72015
Career Level: 5

Responsible for

Driving new development opportunities to the market by overseeing the requirements for project finalisation.

Reports To

Senior Property Development Manager.

Supervises

May assist in supervising of lease administrators, contractors and project staff.

Main Activities

- Conducting studies and research around project feasibility and costs.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Coordinating with leasing department and centre management to ensure full occupancy.
- Assisting in the Development and implementation appropriate property management policies, systems and processes.
- Managing external client relationships.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal Contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts

Builders, contractors, authorities, clients and suppliers.

Typical Experience

A minimum of 5 years experience in the property industry . Will also possess relevant tertiary qualifications in either Property development or business related degree.

POSITION DESCRIPTION

Position Title: Property Development Manager - Residential
Position Code: 72020
Career Level: 5

Responsible for

Driving new development opportunities to the market by overseeing the requirements for project finalisation.

Reports To

Senior Property Development Manager

Supervises

May assist in supervising of lease administrators, contractors and project staff.

Main Activities

- Conducting studies and research around project feasibility and costs.
- Negotiating with all appropriate stakeholders to ensure project achieve necessary approvals.
- Acting as the organisations representative for all building contracts. Negotiating contracts and settling disputes in accordance with organisation requirements.
- Coordinating with leasing department and centre management to ensure full occupancy.
- Assisting in the Development and implementation appropriate property management policies, systems and processes.
- Managing external client relationships.
- Working with the sales and marketing team to formulate strategies to achieve sales targets.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal Contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts

Builders, contractors, authorities, clients and suppliers.

Typical Experience

A minimum of 5 years experience in the property industry . Will also possess relevant tertiary qualifications in either Property development or business related degree.

POSITION DESCRIPTION

Position Title: Associate Property Developer
Position Code: 72025
Career Level: 3

Responsible for

Assisting to drive new development opportunities to the market by overseeing the requirements for project finalisation.

Reports To

Senior Property Development Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Conducting studies and research around project feasibility and costs.
- Communicating with all appropriate stakeholders on behalf of property development managers.
- Representing the organisation in building contracts negotiations.
- Coordinating with leasing department and centre management to ensure full occupancy.
- Applying appropriate property management policies, systems and processes.
- Managing external client relationships.
- Assisting the sales and marketing team to formulate strategies to achieve sales targets.

Key Skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.

Internal Contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External Contacts

Builders, contractors, authorities, clients and suppliers.

Typical Experience

A minimum of 2 years experience in the property industry . Will also possess relevant tertiary qualifications in either Property development or business related degree.

JOB SECTION: PROPERTY MANAGEMENT

72030 [National Property Manager](#)

72035 [Property Solutions Manager](#)

72040 [Property Manager](#)

POSITION DESCRIPTION

Position Title: National Property Manager
Position Code: 72030
Career Level: 5

Responsible for

Managing the organisation's Property portfolio within the terms and conditions and to the performance obligations set out in each lease/licence contract.

Reports To

General Manager.

Supervises

Property Managers.

Main Activities

- Developing strategic relationships with key land owners, councils, carrier Property and deployment groups and other relevant stake holders.
- Providing high quality advice and strategies to the organisation's marketing and tower operations groups to facilitate: cost effective development of additional capacity in tower assets; efficient co-location of tower assets; and deployment of innovative
- Achieving lease/licence assignments within agreed targets.
- Developing key processes: ground lease; leasing; lease renewal and dispute resolution, that are effective and sustainable.
- Deploying resources effectively to achieve agreed property KPI's and to meet the needs of internal customers.
- Securing, through documentation and renewal management, revenue under all lease/licence obligations. Minimising the organisation's ground lease cases through effective negotiation of lease conditions and renewals.
- Undertaking selection, performance management and coordination of external advisers and service providers (including lawyers and property agents) to ensure efficient property outcomes.
- Building a skilled and motivated property team capable of delivery quality property services to carriers and internal customers. Managing staff.

Key Skills

- Able to close high volume/value property transactions.
- Ability to manage high volume property portfolios across a number of jurisdictions.
- Strong communication skills.
- Strong negotiation and influential skills.

Internal Contacts

Marketing, Legal, Finance, Property Management.

External Contacts

Clients.

Typical Experience

8+ years of experience in a senior Property Management role.

POSITION DESCRIPTION

Position Title: Property Solutions Manager
Position Code: 72035
Career Level: 4

Responsible for

Executing Solution design to proactively resolve co-location issues and complicated specific site/lesser options with a view to maximising site potential for the organisation. Site specific responsibilities include the resolution of lease terminations, po

Reports To

National Property Manager.

Supervises

Property Solutions Team.

Main Activities

- Managing the end-to-end Property related co-locate activities, coordinating with regional managers and asset managers.
- Providing a monthly consolidated status report to the National Property Manager covering SLA activity, consent status, co-location sites in progress and BTS, pole swaps and BASS as required.
- Providing assistance and guidance to team members to ensure timely and correct delivery of objectives to customers.
- Analysing plans and documents and providing interpretations on licence/lease obligations.
- Providing input to the co-location process, determining Property Solutions that assist in short and long term co-location objectives.
- Determining negotiation strategies together with lesser issues prior to the commencement of lease negotiations. Conducting lease negotiations directly or through consultants to deliver the agreed site solutions whilst maintaining constructive relationship
- Providing assistance to improve internal processes as required.
- Providing financial analysis for individual sites or groups of sites regarding various options that need to be explored to achieve a desired result.
- Managing internal and external resources for project related work (site acquisition, legal consultants).
- Tracking lease execution and registration activities.

Key Skills

- Ability to lead and manage small-medium size teams.
- Financial analysis and reporting ability.
- Strong communication skills.
- Strong negotiation and influential skills.

Internal Contacts

Marketing, Legal, Finance, Property Management.

External Contacts

Clients.

Typical Experience

3+ years of Property acquisition experience coupled with relevant tertiary level diploma in Land Economics, Property Management or related field.

POSITION DESCRIPTION

Position Title: Property Manager
Position Code: 72040
Career Level: 3

Responsible for

Maintaining and enhancing the value of investment and other property assets so that properties and any return on investment are optimised within the values of the company. Undertaking day-to-day control of building operations.

Reports To

National Property Manager.

Supervises

Main Activities

- Negotiate leases, rent reviews, lease renewals and other variations to the terms and conditions of leases and licences.
- Tender and negotiate contracts (capital and maintenance)
- Ensure compliance with current and relevant legislation, including Building Act, Resource Management Act, Health and Safety in Employment Act, Toxic Substances Regulations, Asbestos Regulations, Fire Safety and Evacuation of Buildings Regulations, and the
- Undertake regular inspections of properties to ensure they present well and function properly.
- Prepare and control capital and operating expenses budgets
- Deal with contractors on a day to day basis for urgent and planned maintenance.
- Organise and maintain appropriate levels of insurance in accordance with the company's risk management procedures.
- Prepare reports on projects related to performance of individual properties and property portfolio as a whole

Key Skills

- Highly tuned financial analysis skills
- Ability to be responsible and accountable for performance
- Strong communication skills.
- Strong decision making capability

Internal Contacts

Marketing, Legal, Finance, Property Management.

External Contacts

Clients.

Typical Experience

4+ years of Property Management experience. Tertiary qualification in Property Management of other related discipline. Member of the Property Institute of NZ.

JOB SECTION: LEASING

73005	National Leasing Manager
73010	Leasing Manager
73015	Senior Lease Administrator
73020	Lease Administrator
73025	Lease Negotiator
73030	Casual Leasing Manager

POSITION DESCRIPTION

Position Title: National Leasing Manager
Position Code: 73005
Career Level: 6

Responsible for

Maintaining that all property in the portfolio is fully leased to maximise the rental income of the property. Ensuring accurate processing of property transactions and providing timely and accurate reporting of property data.

Reports To

Senior Property Development Manager

Supervises

Leasing administrators and leasing consultants.

Main Activities

- Managing the lease administration team effectively, recruiting, developing and managing the performance of every individual.
- Ensuring leasing targets are achieved and vacancies are minimised.
- Assisting with the development of strategic leasing plans and reviews.
- Ensuring effective processing of property transactions and integrity of property data.
- Developing and presenting annual leasing budgets and budget forecasts.
- Providing accurate and timely financial property reporting and analysis.

Key Skills

- Leadership skills.
- Strong communication and negotiation skills.
- Analytical and financial skills.
- Knowledge of property industry.
- Good computer skills particularly in database management and excel.

Internal Contacts

General Manager, leasing team and property management and maintenance departments.

External Contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical Experience

At least 10 years experience in lease administration management, tertiary level qualification in property management. Must possess necessary licence for real estate administration.

Other Comments

Alternative Title: National Property Manager.

POSITION DESCRIPTION

Position Title: Leasing Manager
Position Code: 73010
Career Level: 4

Responsible for
Maximising the rental income of the property by securing lease renewal to ensure maximum value and return for the organisation.

Reports To
National Leasing Manager

Supervises
Lease Administrators

Main Activities

- Ensuring monthly targets are achieved by releasing vacancies promptly and maintaining 100% occupancy levels.
- Renewing all lease expires at maximum rentals.
- Providing input to annual strategic leasing reviews.
- Liaising with retailers and building relationships.
- Preparing annual leasing budgets and budget forecasts.
- Reporting on monthly meetings and budgets.

Key Skills

- Good communication skills.
- Negotiation and influencing skills.
- Effective time management skills.
- Intermediate computer skills.
- Sound knowledge of the retail property industry.

Internal Contacts

General Manager Leasing and national leasing manager, leasing team and property management and maintenance departments.

External Contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical Experience

A minimum of 5 years experience in property manager and/or lease administration. May also possess tertiary level qualification in property management as well as real estate administration licence.

Other Comments

Alternative Title: Property Manager.

POSITION DESCRIPTION

Position Title: Senior Lease Administrator
Position Code: 73015
Career Level: 3

Responsible for

Timely and accurate negotiation, production and execution of leases and related documents and the interpretation and enforcement of lease terms.

Reports To

Lease Manager

Supervises

No supervisory responsibilities although may mentor lease administrators.

Main Activities

- Instructing and preparing lease documents and other associated documents,
- Effectively communicating with other teams, solicitors and tenants.
- Creating, updating and maintaining lease data.
- Reviewing lease offers to ensure they are accurate and comply with legislation.
- Responding accurately to queries on legislation and lease interpretation.

Key Skills

- Computer skills.
- Good communication skills.
- Knowledge of appropriate legislation.
- Knowledge of appropriate documentation processes.

Internal Contacts

General Manager Leasing and national leasing manager, leasing team, centre management, property management and maintenance departments and in house legal department.

External Contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical Experience

At least 4 years experience in a lease administration role with proven experience in lease negotiation. Tertiary qualifications in general accounting, property management or a related field and should possess appropriate knowledge of Tenancies legislation

POSITION DESCRIPTION

Position Title: Lease Administrator
Position Code: 73020
Career Level: 2

Responsible for

Timely and accurate negotiation, production and execution of leases and related documents and the interpretation and enforcement of lease terms.

Reports To

National Lease Manager and Lease Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Instructing and preparing lease documents and other associated documents,
- Effectively communicating with other teams, solicitors and tenants.
- Creating, updating and maintaining lease data.
- Reviewing lease offers to ensure they are accurate and comply with legislation.
- Responding accurately to queries on legislation and lease interpretation.

Key Skills

- Computer skills.
- Good communication skills.
- Knowledge of appropriate legislation.
- Knowledge of appropriate documentation processes.

Internal Contacts

General Manager Leasing and national leasing manager, leasing team, centre management, property management and maintenance departments and in house legal department.

External Contacts

External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical Experience

Minimum of 2-3 years experience in a property accounts role. Tertiary qualifications in general accounting, property management or a related field and should possess appropriate knowledge of Tenancies legislation.

POSITION DESCRIPTION

Position Title: Lease Negotiator
Position Code: 73025
Career Level: 4

Responsible for
Protect assets and revenue stream by securing tenure in advance of lease expiry dates and within budgets.

Reports To
National Leasing Manager

Supervises
No supervisory responsibilities.

Main Activities

- Renegotiation of existing leases within acceptable terms and budgets.
- Negotiation of rent payment and land purchase/acquisition.
- Tracking and reporting of status of property sites under negotiation.
- Managing the end to end ownership of property deal from negotiation through to documentation and integration.
- Instructing and managing external service providers such as solicitors, surveyors and real estate agents.
- Working to resolve property related conflict with tenants and landlords.

Key Skills

- Good communication skills.
- Negotiation and decision making skills.
- Effective time management skills.
- Good computer skills.

Internal Contacts
Leasing team, centre management, property management and maintenance department.

External Contacts
External solicitors, surveyors, tenants their solicitors and tenant financiers.

Typical Experience
Minimum of 5 years experience in a lease administrator role couple with relevant tertiary qualifications in property management or other related field.

POSITION DESCRIPTION

Position Title: Casual Leasing Manager
Position Code: 73030
Career Level: 4

Responsible for

Securing and developing income opportunities from short term leasing tenants and non-tenants. Identifying casual leasing locations and opportunities, secure budget and ensure all clients meet the organisations criteria.

Reports To

National Leasing Manager.

Supervises

Lease administrators

Main Activities

- Achieving budget income requirements by securing and developing opportunities from short term leasing tenants and non-tenants.
- Planning and forecasting the monthly and annual income budgets.
- Developing and maintaining a casual leasing client database.
- Planning and developing new business opportunities and growth of the tenant portfolio.
- Liaising with centre management, leasing staff and all clients in and effective manager.
- Maintaining no outstanding monies for allocated leasing sites, reporting monthly on budget.

Key Skills

- Intermediate computer skills including Microsoft Word, Excel and Lotus Notes.
- Analytical.
- Good communication and negotiation skills.
- Strong sales ability.
- Ability to work within a team effectively.

Internal Contacts

Leasing team, centre management, property management and maintenance department.

External Contacts

External solicitors, casual tenants their solicitors and tenant financiers.

Typical Experience

Minimum of 5 years experience in a lease administration couple with relevant tertiary qualifications in sales, property management or other related field.

JOB SECTION: VALUATION & ACQUISITIONS

74005 [General Manager - Valuation](#)

74010 [Acquisitions Manager](#)

74015 [Valuation Manager](#)

74020 [Valuation Officer](#)

POSITION DESCRIPTION

Position Title: General Manager - Valuation
Position Code: 74005
Career Level: 6

Responsible for

Establishing policies governing all valuation activities company-wide in order to ensure achievement of profit and growth targets. Managing the valuation team within a region to implement best practice and to ensure high quality valuations.

Reports To

Chief Executive Officer.

Supervises

Valuation Manager and Valuation Officers.

Main Activities

- Providing strategic direction to valuation managers and their teams to ensure effective delivery of valuations and development.
- Providing technical advice on difficult and complex valuation issues and making decisions on risks referred by subordinate valuation.
- Supporting the Company's marketing effort and enhancing its reputation in the industry by establishing and maintaining effective relationships with key customers and intermediaries.
- Negotiating and arbitrating appropriate outcomes for disputed valuations.
- Managing the development of employees within the valuation team through effective training and strategic human resources programs.
- Developing and overseeing overall policies, procedures and valuation standards.
- Preparing expense forecasts and monitoring budget performance.
- Developing and implementing the corporate philosophy and managing cultural change as part of the executive team.

Key Skills

- Good communication skills.
- People leadership skills.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.
- Understanding of the valuation process.
- Ability to provide strategic leadership and guidance and to monitor the succession and development of employees.

Internal Contacts

Senior management, Sales and Marketing manager, acquisition and development team.

External Contacts

Real estate agents, councils, clients and consultants.

Typical Experience

A minimum of 10 years valuation experience coupled with relevant tertiary qualifications.

POSITION DESCRIPTION

Position Title: Acquisitions Manager
Position Code: 74010
Career Level: 5

Responsible for

Sourcing and liaising with land owners, agents, third parties and other stakeholders to acquire sites suitable for development. Developing feasibility and acquisition strategies for business approval.

Reports To

General Manager.

Supervises

Main Activities

- Developing acquisition strategies.
- Identifying and securing development opportunities.
- Developing of a network of real estate contacts.
- Providing recommendations for evaluation and acquisition of sites.
- Preparing feasibility analysis reports.
- Preparing of price submissions and associated documentation as required.
- Working with the development team to assess site opportunities and feasibility.

Key Skills

- Analytical skills.
- Communication skills.
- Negotiation skills.
- Teamwork and collaboration.
- Relationship building skills.

Internal Contacts

Operations Manager, Sales and Marketing manager and development team.

External Contacts

Real estate agents, councils and consultants.

Typical Experience

Minimum of 5 years experience in acquisition role or in real estate agency role.

POSITION DESCRIPTION

Position Title: Valuation Manager
Position Code: 74015
Career Level: 5

Responsible for

Managing a group of valuation officers providing people leadership, people management, mentoring coaching and guidance to direct reports. Inspecting and valuing residential and commercial property.

Reports To

General Manager - Valuation.

Supervises

Valuation Officers.

Main Activities

- Coaching and mentoring direct reports to ensure that they have the skills and knowledge to perform in their roles.
- Ensuring all staff comply with policy and procedure.
- Developing the technical expertise of all valuation staff and effectively managing staff and their performance.
- Negotiating and arbitrating appropriate outcomes for disputed valuations.
- Inspecting and valuing residential and commercial properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.
- Establishing guidelines, plans and priorities for monitoring and approving underwriting standards

Key Skills

- Good communication skills.
- People leadership skills.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.
- Understanding of the valuation process.

Internal Contacts

Senior management, Sales and Marketing manager, acquisition and development team.

External Contacts

Real estate agents, councils, clients and consultants.

Typical Experience

A minimum of 7 years valuation experience coupled with relevant tertiary qualifications.

POSITION DESCRIPTION

Position Title: Valuation Officer
Position Code: 74020
Career Level: 2

Responsible for
Inspecting and valuing residential and commercial property.

Reports To
Valuation Manager.

Supervises
No supervisory responsibilities.

Main Activities

- Providing a specialised internal property valuation and inspection service within established parameters.
- Processing timely and accurate value assessments.
- Inspecting properties regularly.
- Assessing current market values for properties.
- Inspecting and valuing residential and commercial properties.
- Maintaining commercial property market awareness.
- Extracting and appropriately analysing comparable sales evidence.
- Liaising directly with external valuers in respect of commercial valuers.

Key Skills

- Good communication skills.
- Understanding of the valuation process.
- Negotiation skills.
- Analysis and reporting skills.
- Computer skills.

Internal Contacts
Senior management, Sales and Marketing manager, acquisition and development team.

External Contacts
Real estate agents, councils, clients and consultants.

Typical Experience
A minimum of 2 years experience in property industry coupled with relevant tertiary qualifications and accreditation.

JOB SECTION: INVESTMENT

75005	Head of Property Investment
75010	Fund Manager - Wholesale
75015	Fund Manager - Retail
75020	Sector Manager - Investment
75025	Property Investment Manager
75030	Senior Property Analyst
75035	Property Analyst
75040	Property Finance Officer
75045	Senior Property Asset Manager
75050	Property Asset Manager

POSITION DESCRIPTION

Position Title: Head of Property Investment
Position Code: 75005
Career Level: 6

Responsible for
Managing assets and liabilities of the organisation to attain the best profitability and investment returns.

Reports To
Chief Investment Officer.

Supervises
Property Investment Managers/Analysts.

Main Activities

- Overseeing, managing and leading a team of property investment managers.
- Ensuring compliance with agreed organisational investment plans and philosophies.
- Managing external valuation processes.
- Developing property investment strategies that maximise investment returns.
- Ensuring property portfolios are maintained at optimal levels.
- Managing budgets and resources to achieve identified goals.
- Advising on the performance of current investments and recommending potential future investment opportunities.
- Lobbying industry groups on key regulatory issues affecting property investments.

Key Skills

- Advanced project management skills.
- Advanced knowledge of property market and investments.
- Excellent numerical skills.
- Strong managerial, influencing and leadership skills.

Internal Contacts

External Contacts
Property managers, brokers, industry associations.

Typical Experience
Tertiary qualified in business, economics or property economics. May have post graduate qualifications. At least 10-12 years experience within property investment.

POSITION DESCRIPTION

Position Title: Fund Manager - Wholesale
Position Code: 75010
Career Level: 6

Responsible for
Oversee the future of assets to optimise investment performance and return.

Reports To
Chief Investment Officer, General Manager - Funds.

Supervises
Asset Managers and Property Analysts.

Main Activities

- Optimising the investment performance of the fund and the returns derived from it.
- Meeting and exceeding the targets set out in the fund plan.
- Developing and managing the superior investor relations essential to a sustainable business.
- Ensuring compliance with applicable legal, regulatory and statutory obligations.
- Managing the recruitment, retention, performance and development of fund staff.
- Developing and articulating the fund strategy that will deliver target investment performance.
- Monitoring and managing changes or amendments to fund investment policy.
- Directing and monitoring the preparation of fund financial reports.

Key Skills

- Good communications skills both written and verbal.
- Understanding of the property investment process.
- Strong numeric and statistical skills.
- Extensive knowledge of asset management and property investment.
- Strong organisational and time management skills.
- Ability to lead and motivate a team.
- Ability to present confidently and convincingly to a range of audiences.

Internal Contacts
Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External Contacts
Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical Experience
At least 10 years experience in or investment management, property management or financial management coupled with industry related tertiary qualifications.

POSITION DESCRIPTION

Position Title: Fund Manager - Retail
Position Code: 75015
Career Level: 6

Responsible for
Oversee the future of assets to optimise investment performance and return.

Reports To
Chief Investment Officer, General Manager - Funds.

Supervises
Asset Managers and Property Analysts.

Main Activities

- Optimising the investment performance of the fund and the returns derived from it.
- Meeting and exceeding the targets set out in the fund plan.
- Developing and managing the superior investor relations essential to a sustainable business.
- Ensuring compliance with applicable legal, regulatory and statutory obligations.
- Managing the recruitment, retention, performance and development of fund staff.
- Developing and articulating the fund strategy that will deliver target investment performance.
- Monitoring and managing changes or amendments to fund investment policy.
- Directing and monitoring the preparation of fund financial reports.

Key Skills

- Good communications skills both written and verbal.
- Understanding of the property investment process.
- Strong numeric and statistical skills.
- Extensive knowledge of asset management and property investment.
- Strong organisational and time management skills.
- Ability to lead and motivate a team.
- Ability to present confidently and convincingly to a range of audiences.

Internal Contacts
Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External Contacts
Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical Experience
At least 10 years experience in or investment management, property management or financial management coupled with industry related tertiary qualifications.

POSITION DESCRIPTION

Position Title: Sector Manager - Investment
Position Code: 75020
Career Level: 5

Responsible for
Determining overall property investment strategy and managing its application to ensure the future success of investment performance.

Reports To
Head of Property

Supervises
Property Investment Managers, Fund Managers, Asset Managers.

Main Activities

- Overseeing, managing and leading a team of property investment managers.
- Developing and coordinating property investment strategies and other projects/initiatives that maximise investment returns.
- Lobbying industry groups on key regulatory issues affecting property investments.
- Mentoring and coaching Property Investment Managers, Fund Managers and Asset Managers.
- Developing the investment business plan in conjunction with strategic planning areas.
- Ensuring budgets and resources are adequately managed in order to achieve identified goals.
- Networking and liaising with high value clients, suppliers and contacts (i.e. Property Sales and Managing Agents, Solicitors, Valuers, Accountants, etc.).
- Increasing the visibility of the organisations brand throughout the state by actively and positively promoting the organisation at public events in conjunction with the marketing division, including the development and delivery of presentations and speech
- Ensuring compliance with agreed organisational investment plans and philosophies.

Key Skills

- Outstanding managerial, high level negotiation and leadership skills.
- Advanced project management skills.
- Excellent knowledge of property market and investments.
- Excellent strategic thinking and team building skills.
- Strong organisational and time management skills.
- Extensive knowledge of asset management and property investment.
- Superior understanding of accounting principles and experience with loan and interest rate management.
- Excellent written and oral presentation skills.
- Detailed understanding of cash flow analysis and modelling tools.
- Ability to accept, manage and implement change.

Internal Contacts

Property Investment Division, Asset Management Division, Marketing Division, Product Division, Funds Management Division.

External Contacts

Property Sales, Managing Agents, Solicitors, Valuers, Accountants, Brokers, Industry Associations.

Typical Experience

At least 10-12 years experience in property investment, asset/property management, including management experience. Tertiary degree in Business/Property Economics/Finance or related area.

POSITION DESCRIPTION

Position Title: Property Investment Manager
Position Code: 75025
Career Level: 5

Responsible for
Managing and monitoring the implementation of property investment strategies.

Reports To
Sector Manager - Investment

Supervises
Senior Property Analyst, Property Analyst.

Main Activities

- Implementing the property investment strategies.
- Managing the day to day operations of the Property Investment Section.
- Monitoring actual and budgeted performance of current property investments.
- Undertaking financial assessments of both current and proposed property development projects.
- Assisting in development of policies to protect the company against property investment risk.
- Contributing to the achievement of goals in the Investment Division business plan and budget.
- Negotiating significant leases and liaising with property managers, consultants and service providers.
- Reviewing the property portfolio strategy and where appropriate, liaising with Asset Managers in relation to asset allocation and other related strategic issues.
- Contributing to a positive work environment that reflects the organisations guidelines/ values.

Key Skills

- Good leadership and ability to develop a well functioning team.
- Demonstrated customer service focus with proven ability to work in partnership with clients, establish relationships, anticipate client needs and ensure services meet client needs.
- Demonstrated ability to work as a part of a constructive and collaborative team.
- Strong understanding of property market sectors, valuation techniques and analysis.
- Strong written and verbal communication skills.
- Well developed negotiation and persuasion skills.

Internal Contacts
Property Managers, Project Managers, Property Analysts.

External Contacts
Brokers, Tenants, Contractors, Industry Associations.

Typical Experience
At least 6-8 years experience in property investment. Tertiary qualifications in business, property economics or related discipline.

POSITION DESCRIPTION

Position Title: Senior Property Analyst
Position Code: 75030
Career Level: 3

Responsible for

Researching property investment market and providing recommendations and technical support for the purpose of maintaining property asset goals.

Reports To

Property Investment Manager.

Supervises

May lead a small team of Property Analysts.

Main Activities

- Identifying opportunities in the market to maximise investment returns.
- Analysing and developing reports for management necessary to assist management with investment decisions.
- Analysing variances between budgeted and actual return performance.
- Assisting in the development and design of investment procedures and systems.
- Maintaining spreadsheets and property information databases.
- Assisting in administration of projects.
- Providing information and expertise to internal clients.

Key Skills

- Understanding of the property investment process.
- Well developed communication skills, both written and verbal.
- Strong numeric and statistical skills.
- Proficiency in statistical software packages.

Internal Contacts

External Contacts

Typical Experience

At least 4-6 years of property investment analysis experience. Tertiary qualification in Business, Property Economics or related discipline.

POSITION DESCRIPTION

Position Title: Property Analyst
Position Code: 75035
Career Level: 2

Responsible for

Compiling research into property investment markets and identifying issues that may affect property portfolios.

Reports To

Senior Property Analyst, Property Investment Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Maintaining computer models to analyse performance or property investments.
- Managing and updating relevant property investment databases.
- Compiling regular reports to assist management in the investment process.
- Assisting management in the valuation process.
- Assisting with identification, acquisition and divestment of property investments.
- Maintaining spreadsheets and assisting in the administration of projects.

Key Skills

- Well developed numeric and statistical skills.
- Good understanding of the property investment process.
- Good written and verbal communication skills.
- Good attention to detail.

Internal Contacts

External Contacts

Typical Experience

At least 2-4 years of property investment analysis experience. Tertiary qualification in Business, Property Economics or related discipline.

POSITION DESCRIPTION

Position Title: Property Finance Officer
Position Code: 75040
Career Level: 3

Responsible for

Ensuring Property Investment Division portfolio is maintained through quality credit preparation and analysis, account management, portfolio administration and documentation support.

Reports To

Regional Manager - Investment.

Supervises

No supervisory responsibilities.

Main Activities

- Writing, collating, analysing and preparing monthly property financial reports.
- Assisting in the preparation of credit applications (including project and financial analysis/assessment) for new submissions.
- Assisting in the actioning of settlement processes from receipt of offer letters and signed acceptances.
- Maintaining Property Loan Portfolio and developing close client relationships inclusive of regular reviews and satisfaction of any ongoing conditioning.

Key Skills

- Excellent communication skills, both written and verbal.
- Analysis and reporting skills.
- Computer skills.

Internal Contacts

External Contacts

Typical Experience

At least 4-5 years experience in Financial Analysis and Security Documentation in the Property Development Field. Tertiary degree in Finance or a related discipline.

POSITION DESCRIPTION

Position Title: Senior Property Asset Manager
Position Code: 75045
Career Level: 4

Responsible for
Controlling all operational aspects of the property asset.

Reports To
Regional Manager - Investment.

Supervises
May supervise a small team of Property Asset Managers.

Main Activities

- Setting strategic objectives for each asset and preparing and implementing annual Asset Management business plans for each asset.
- Controlling and monitoring the financial accounts for each property, including liaising with the accounting service provider.
- Coordinating and monitoring outgoings recovery and annual reconciliations, and preparing and monitoring annual income and expense budgets for each asset.
- Supervising performance of managing agents in meeting targets/budgets and compliance with the Property Management Agreement.
- Supervising and coordinating all new leasing and rent review activity with managing agents.
- Controlling original title and lease document security storage, as well as controlling insurance incident and claim management and assist with policy renewal.
- Maintaining the Asset Management System, including tenancy information, lease expiry profile and rent reviews.
- Ensuring bank guarantees are lodged by tenants as required and controlling secure storage of bank guarantees.
- Administering the integration of new acquisitions into the Trust, including the appointment of leasing and managing agents.

Key Skills

- Detailed understanding of Cash Flow analysis and modelling tools.
- Detailed understanding of accounting principles with particular reference to accrual accounting.
- Sound knowledge of asset management, including a strategic overview, capacity to add value and act as a supervising agent.
- Excellent written and oral communication and presentation skills.
- Sound negotiation skills.
- Flexibility of working hours to meet peak workloads and supervise interstate properties as required.

Internal Contacts

General Manager - Property Investment, Regional Manager - Investment, Property Asset Management, other asset management employees.

External Contacts

Managing agents, accounting service provider.

Typical Experience

At least 8-10 years experience in property management. Tertiary degree in Land Economics or equivalent property or valuation qualifications.

POSITION DESCRIPTION

Position Title: Property Asset Manager
Position Code: 75050
Career Level: 3

Responsible for
Operational aspects of property asset management and providing support to the Senior Property Asset Manager as required.

Reports To
Senior Property Asset Manager.

Supervises
No supervisory responsibilities.

Main Activities

- Managing the appointment of and ongoing relationship with property managers, consultants and service providers.
- Supporting the Senior Property Asset Manager in the negotiation of leases in the property portfolio.
- Liaising with lawyers in relation to property contracts, leases, etc.
- Maintaining the Asset Management System, including tenancy information, lease expiry profile and rent reviews and related tenancy and insurance risks.
- Controlling and monitoring the financial accounts for each property, including liaising with the accounting service provider.
- Controlling original title and lease document security storage, as well as controlling insurance incident and claim management and assist with policy renewal.
- Ensuring bank guarantees are lodged by tenants as required and controlling secure storage of bank guarantees.
- Preparing and maintaining capital and expenditure budgets for all individual properties.
- Assisting in preparing of monthly and quarterly property investment report production.

Key Skills

- Demonstrated customer service focus with proven ability to work in partnership with clients, establish relationships, anticipate client needs and ensure services meet client needs.
- Good understanding of accounting principles with particular reference to accrual accounting.
- Working knowledge of asset management, including a strategic overview, capacity to add value and act as a supervising agent.
- Good written and oral communication and presentation skills.
- Sound negotiation skills.
- Flexibility of working hours to meet peak workloads and supervise interstate properties as required.
- Demonstrated ability to work as part of a constructive and collaborative team.
- Good understating of Cash Flow analysis and modelling tools.

Internal Contacts

General Manager - Property Investment, Regional Manager - Investment, Property Asset Management, other asset management employees.

External Contacts

Managing agents, accounting service provider.

Typical Experience

At least 6-8 years experience in property management, relevant property/lease law and property investment principles. Tertiary degree in Land Economics or equivalent property or valuation qualifications.

Other Comments

Financial Services PS 146 Compliant.

JOB SECTION: CONSTRUCTION

76005 [Construction Manager](#)

Contracts:

76055 [Contracts Manager](#)

76060 [Bid Manager](#)

76065 [Senior Estimator](#)

76070 [Estimator](#)

Site:

76030 [Site Manager \(Large Projects\)](#)

76035 [Site Manager \(Small Projects\)](#)

76040 [Site Foreman](#)

76045 [Building Cadet](#)

76050 [Construction Administrator](#)

Project Management:

76010 [Project Manager \(Large Projects\)](#)

76015 [Project Manager \(Small Projects\)](#)

76020 [Project Coordinator](#)

76025 [Project Administrator](#)

POSITION DESCRIPTION

Position Title: Construction Manager
Position Code: 76005
Career Level: 6

Responsible for
Coordinating the construction of large building projects through management, planning, organising and controlling the delivery process of construction.

Reports To
General Manager.

Supervises
Project Managers and Site Managers

Main Activities

- Interpreting plans and estimating costs and quantities of materials needed for construction.
- Planning construction methods and procedures.
- Coordinating the supplier of labour and material.
- Studying building documents and negotiating with building owners and subcontractors.
- Preparing cost estimates and documentation for contract bids.
- Making sure that all building regulations, standards and by laws are enforced.
- Maintaining a safe working environment in line with OH&S legislation.
- Building strong relationships with suppliers.
- Coordinating weekly meeting with Site Managers.

Key Skills

- Ability to interpret plans and drawings.
- Proactive Planner
- Strong Leadership skills.
- Team Builder (people skills).
- Excellent written and oral communication skills.
- Problem Solver and Lateral Thinker.

Internal Contacts

Senior Management, project managers and site staff.

External Contacts

Subcontractors, builders, designers, suppliers, creditors, clients and consultants

Typical Experience

At least 10 years experience in construction industry coupled with possible tertiary qualifications in construction management, engineering or other related field.

POSITION DESCRIPTION

Position Title: Contracts Manager
Position Code: 76055
Career Level: 5

Responsible for
Reviewing all monthly project reports, questioning any losses and reporting to the General Manager.

Reports To
Project Manager.

Supervises
No supervisory responsibilities.

Main Activities

- Reviewing tenders, maintenance and overheads reports.
- Approving and completing invoices by the due date.
- Addressing resource issues with General Manager.
- Setting up new tender costs as required by Sales Manager.
- Ensuring payments for suppliers and subcontractors are made according to agreed timeline.
- Reporting on the cash flow of the project.
- Budgeting and questioning anything related to the budgets with estimator.

Key Skills

- Time management and organisation skills.
- Excellent written and oral communication skills.
- Knowledge of the contractual implications of actions.
- Strong computer literacy (Microsoft).

Internal Contacts
Project Manager, General Manager, Sales Manager and Estimator.

External Contacts
Suppliers and subcontractors.

Typical Experience
A minimum of 1 years experience in administration and/or contracts role within the property industry.

POSITION DESCRIPTION

Position Title: Bid Manager
Position Code: 76060
Career Level: 4

Responsible for

Ensuring the successful conversion of appropriate project opportunities by assessing market opportunities to ensure they are consistent with the organisations business.

Reports To

Contracts Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Managing tendering activities.
- Analysing bid opportunities and making decisions.
- Ensuring the appropriate commercial positioning of bids.
- Assessing and managing subcontractor and supplier bid performance.
- Ensuring accurate records of activities are maintained.
- Providing concise reporting to senior management .

Key Skills

- Good communication skills.
- Ability to work in a team.
- knowledge of business and sale process.
- Good computer skills.
- Negotiation and decision making skills.

Internal Contacts

Project managers, contracts manager, senior management, sales managers and estimators.

External Contacts

Subcontractors, supplies, consultants and clients.

Typical Experience

A minimum of 10 years estimating experience coupled with relevant tertiary qualifications.

POSITION DESCRIPTION

Position Title: Senior Estimator
Position Code: 76065
Career Level: 3

Responsible for
Securing new work for the company to progressively complete.

Reports To
Regional Manager or Sales Manager.

Supervises
Estimator.

Main Activities

- Preparing tenders and submissions in accordance with estimating procedures in a professional and ethical manner.
- Maintaining accurate records of tenders/submissions completed, including results.
- Managing timing and resources to ensure the timely completion and delivery of tenders/submissions.
- Ensuring that all work adheres to established estimating policies and procedures.
- Liaising with scheduling, inventory and production to identify the availability and capacity of required resources.
- Preparing expressions of interest for new projects as required.
- Preparing budgets and carrying out costing as required.
- Providing accurate and concise cost estimates to support the sales process and ensure alignment of customer requirements with production capabilities.

Key Skills

- Lateral thinker / problem solver.
- Excellent organisation skills.
- Excellent time management skills.
- Excellent technical knowledge of the building process.
- Good written and oral communication skills.
- Good industry knowledge and experience.

Internal Contacts
Senior Management, Project Management team, Other Project Coordinators, Site Managers and all internal staff.

External Contacts
Clients, Subcontractors, Site employees and Suppliers.

Typical Experience
Ideally, will have a building degree or diploma, but not essential. At least 6-8 years experience with-in the building industry, ideally in office outfit and/or refurbishment.

POSITION DESCRIPTION

Position Title: Estimator
Position Code: 76070
Career Level: 2

Responsible for
Securing new work for the company to progressively complete.

Reports To
Senior Estimator/Estimating Manager.

Supervises
No supervisory responsibilities.

Main Activities

- Preparing tenders and submissions in accordance with estimating procedures in a professional and ethical manner.
- Developing successful strategies for winning tenders.
- Managing timing and resources to ensure the timely completion and delivery of tenders/submissions.
- Maintaining accurate records of tenders/submissions completed, including results.
- Maintaining subcontractor and competitor databases.
- Preparing expressions of interest for new projects as required.
- Preparing budgets and carrying out costing as required.

Key Skills

- Lateral thinker / problem solver.
- Excellent organisation skills.
- Excellent time management skills.
- Excellent technical knowledge of the building process.
- Good written and oral communication skills.
- Industry contract knowledge
- Sound computer literacy.

Internal Contacts
Senior Management, Project Management team, Other Project Coordinators, Site Managers and all internal staff.

External Contacts
Clients, Subcontractors, Site employees and Suppliers.

Typical Experience
Ideally, will have a building degree or diploma, but not essential. At least 4-5 years experience with-in the building industry, ideally in office outfit and/or refurbishment.

POSITION DESCRIPTION

Position Title: Site Manager (Large Projects)
Position Code: 76030
Career Level: 4

Responsible for

Reporting to the project manager you will be responsible for ensuring the proper and effective management of all site activities including employees and subcontractors.

Reports To

Project Manager.

Supervises

All site employees.

Main Activities

- Obtaining a comprehensive understanding of the scope and detail of the project, as to establish project participants, lines of communication, client contractual obligations and a detailed knowledge of each subcontractor's scope of work and the specific pe
- Supervising all subcontractors and staff on site to ensure they meet programme dates in accordance with procedures.
- Providing necessary set out, coordination with other trades, and direction of work sequence so subcontractors can complete their work in accordance with contract documents.
- Establishing the site in accordance with relevant occupational health and safety requirements.
- Preparing daily and fortnightly programmes in conjunction with project manager.
- Daily recording of site activities in the site diary.

Key Skills

- Thorough technical knowledge of the building process.
- Time management and organisation skills.
- Thorough understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Leadership and team building skills.

Internal Contacts

Project Managers, Senior Management, Other Project Coordinators, Site Managers all internal employees.

External Contacts

Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical Experience

Ideally, will have a building degree or diploma, but not essential. Strong experience in the building industry, ideally in office fit out and/or refurbishment. Experience in construction is also beneficial.

POSITION DESCRIPTION

Position Title: Site Manager (Small Projects)
Position Code: 76035
Career Level: 4

Responsible for

Reporting to the project manager you will be responsible for ensuring the proper and effective management of all site activities including employees and subcontractors.

Reports To

Project Manager.

Supervises

All site employees.

Main Activities

- Obtaining a comprehensive understanding of the scope and detail of the project, as to establish project participants, lines of communication, client contractual obligations and a detailed knowledge of each subcontractor's scope of work and the specific pe
- Supervising all subcontractors and staff on site to ensure they meet programme dates in accordance with procedures.
- Providing necessary set out, coordination with other trades, and direction of work sequence so subcontractors can complete their work in accordance with contract documents.
- Establishing the site in accordance with relevant occupational health and safety requirements.
- Preparing daily and fortnightly programmes in conjunction with project manager.
- Daily recording of site activities in the site diary.

Key Skills

- Thorough technical knowledge of the building process.
- Time management and organisation skills.
- Thorough understanding of the sequencing of a project.
- Good written and oral communication skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Leadership and team building skills.

Internal Contacts

Project Managers, Senior Management, Other Project Coordinators, Site Managers all internal employees.

External Contacts

Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical Experience

Ideally, will have a building degree or diploma, but not essential. Strong experience in the building industry, ideally in office fit out and/or refurbishment. Experience in construction is also beneficial.

POSITION DESCRIPTION

Position Title: Site Foreman
Position Code: 76040
Career Level: 2

Responsible for
Controlling and delivering all projects allocated by construction manager.

Reports To
Site Manager.

Supervises
No supervisory responsibilities. may supervise subcontractors

Main Activities

- Assessing all construction documentation prior to commencement on the site.
- Preparing and placing all orders necessary for project completion.
- Reviewing and approving all invoices generated for the project.
- coordinating all labourers on site.
- Attending weekly meeting with project managers and site managers.
- coordinating all maintenance assigned to your site.
- coordinating necessary activities with local authorities, power and water suppliers.

Key Skills

- Knowledge of the building process.
- Time management and organisation skills.
- An ability to maintain and control all on-site records.
- A basic knowledge of the contractual implications of actions.
- Strong computer literacy (Microsoft).

Internal Contacts
Project Managers, Project Coordinators, Site Managers all site employees.

External Contacts
Clients, Subcontractors, Site employees, Suppliers, OH&S, Engineers, Consultants.

Typical Experience
Minimum of 2 years experience in the building industry, ideally in office fit out and/or refurbishment may also have a building degree or diploma, but not essential.

POSITION DESCRIPTION

Position Title: Building Cadet
Position Code: 76045
Career Level: 1

Responsible for
Carrying out project related duties supporting project coordinators and project managers.

Reports To
Project Manager.

Supervises
No supervisory responsibilities.

Main Activities

- Supporting project coordinators in project tender packaging.
- Programming and planning projects.
- Liaising with subcontractors and suppliers.
- Controlling site activities.
- Inducting subcontractors to the site.
- Collecting and analysing subcontractor invoices.

Key Skills

- Good computer skills in MS tools.
- Excellent written and oral communication skills.
- Time management and organisation skills.
- Industry contract knowledge.

Internal Contacts
Project Managers, Project Coordinators, Site Managers, Estimators and all site employees.

External Contacts
Clients, suppliers and subcontractors.

Typical Experience
Entry level position employee should possess High School Certificate may possess building degree or diploma.

POSITION DESCRIPTION

Position Title: Construction Administrator
Position Code: 76050
Career Level: 2

Responsible for

Supporting the network between the Construction Manager and Estimator and administering all relevant construction documentation.

Reports To

Construction Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Supporting the Construction Manager and Estimator in the pricing of all variations.
- Assisting the Estimator with the pricing and procurement of tendering documentation.
- Approving relevant invoices and receiving all payments.
- Facilitating all relevant construction insurances prior to contract exchange and or commencement on site.
- Maintaining database of construction folders and documentation.
- coordinating the approval of all amendments to plans and specifications.
- Building relationships with suppliers.
- Attending weekly meeting with the Construction Manager.

Key Skills

- Time management and organisation skills.
- Knowledge of the building process.
- Excellent written and oral communication skills.
- A basic knowledge of the contractual implications of actions.

Internal Contacts

Construction Manager, Project Managers, Project Coordinators, Site Managers, Estimators and all site employees.

External Contacts

Clients, Subcontractors and Suppliers.

Typical Experience

Minimum of 2 years experience in the construction industry may also have a building degree or diploma, but not essential.

POSITION DESCRIPTION

Position Title: Project Manager (Large Projects)
Position Code: 76010
Career Level: 5

Responsible for

Ensuring the successful management and execution of a portfolio of construction programs effectively and delivering them in a profitable and timely manner.

Reports To

Regional Manager or Construction Manager.

Supervises

Project Coordinators and Site Managers.

Main Activities

- Ensuring the projects are run in an effective and efficient manner through the entire project management process. This includes from initial client brief, through the design process and on to successful construction management.
- Delivering your project to the highest standard of client satisfaction and quality.
- Generating construction programme to ensure detailed planning of time, costs and quality of projects.
- Communicating effectively with all project participants.
- Provide team leadership to your project team and maintaining a commitment to quality work.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time, and meet agreed customer requirements.
- Selling off and managing risk.
- Liaising with senior staff within client organisations regarding provision of services within negotiated contractual obligations for a program or projects.
- Maintaining and enhancing the company's reputation in the marketplace.

Key Skills

- Sound computer literacy.
- A good technical knowledge of the building process.
- Good leadership skills.
- Excellent time management skills.
- Excellent written and oral communication skills.
- A team builder (people skills).
- Excellent industry contract knowledge.
- Lateral thinker and problem solver.

Internal Contacts

Senior Management, construction managers and site staff.

External Contacts

Subcontractors, clients and consultants

Typical Experience

Exceptional track record in the timely delivery of high end projects. Demonstrated capacity and history of staying with organisations beyond the 3-4 year mark. Ideally, will have a Building Degree or Diploma but not essential. Strong experience with-in th

POSITION DESCRIPTION

Position Title: Project Manager (Small Projects)
Position Code: 76015
Career Level: 5

Responsible for

Ensuring the successful management and execution of a portfolio of construction programs effectively and delivering them in a profitable and timely manner.

Reports To

Construction Manager.

Supervises

Project Coordinators and Site Managers.

Main Activities

- Ensuring the projects are run in an effective and efficient manner through the entire project management process. This includes from initial client brief, through the design process and on to successful construction management.
- Delivering your project to the highest standard of client satisfaction and quality.
- Generating construction programme to ensure detailed planning of time, costs and quality of projects.
- Communicating effectively with all project participants.
- Provide team leadership to your project team and maintaining a commitment to quality work.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time, and meet agreed customer requirements.
- Selling off and managing risk.
- Liaising with senior staff within client organisations regarding provision of services within negotiated contractual obligations for a program or projects.
- Maintaining and enhancing the company's reputation in the marketplace.

Key Skills

- Sound computer literacy.
- A good technical knowledge of the building process.
- Good leadership skills.
- Excellent time management skills.
- Excellent written and oral communication skills.
- A team builder (people skills).
- Excellent industry contract knowledge.
- Lateral thinker and problem solver.

Internal Contacts

Senior Management, construction managers and site staff.

External Contacts

Subcontractors, clients and consultants

Typical Experience

Exceptional track record in the timely delivery of high end projects. Demonstrated capacity and history of staying with organisations beyond the 3-4 year mark. Ideally, will have a Building Degree or Diploma but not essential. Strong experience with-in th

POSITION DESCRIPTION

Position Title: Project Coordinator
Position Code: 76020
Career Level: 3

Responsible for

Assisting the project manager to execute their portfolio of projects effectively and to assist the Project Managers in delivering construction programs in a profitable and timely manner.

Reports To

Project Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Liaising with subcontractors and coordinating work sequence on a daily basis.
- Assisting the site manager in formulating and implementing completion lists and cost reports.
- Ensuring attendance of subcontractors at site meetings as well as the preparation of the minutes of meetings and their distribution.
- Preparing long and short range construction programmes in conjunction with the Project Manager and Site Manager.
- coordinating access and security procedures.

Key Skills

- Business acumen and awareness, decides on how best to handle queries by considering the impact on current projects.
- Excellent time management skills.
- Ability to meet deadlines, to work under pressure and to multi-task.
- Good written and oral communication skills.
- Strong team player attitude, seeks to share knowledge and learning's with others in the team.
- Strong computer literacy (Microsoft).

Internal Contacts

Senior management, project management team, site managers and all internal staff.

External Contacts

Clients, subcontractors, site employees and suppliers

Typical Experience

Minimum high school certificate, ideally owning a building degree or diploma. At least 5 years of experience in the building industry, preferably with some experience in a supervisory role.

POSITION DESCRIPTION

Position Title: Project Administrator
Position Code: 76025
Career Level: 2

Responsible for

Assisting the project team in general administrative functions to maximise the effectiveness of project personnel.

Reports To

Project Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Implementing the directions of the project manager, site manager or project coordinator.
- Filling project documentation.
- Preparing client operation and maintenance manuals.
- Ensuring the attendance of subcontractors at site meetings.
- Preparing and distributing meeting minutes.
- Updating project progress and drawing register.

Key Skills

- Good communication skills both written and verbal.
- Problem solving skills.
- Numerical skills.
- Computer skills in MS applications.
- Strong organisational skills.
- Relationship building skills.
- Ability to meet deadlines.

Internal Contacts

Project Managers, Project Coordinators, Site Managers and all site employees.

External Contacts

Clients, suppliers and subcontractors.

Typical Experience

Entry level position employee should possess High School Certificate be working to complete a construction related degree.
