

Property Consultant



The Organisation

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

There is an expectation that all those who engage in ministry will embrace mercy values and ethos in their respective roles.

The Role

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with Leadership (Institute Leadership Team, Executive Leaders and Community Leaders) in supporting the mission by providing relevant advice, efficient services and practical solutions.

The Property Team are responsible for providing comprehensive property solutions across ISMAPNG, including commercial and residential property matters. Reporting to the Property Manager, this part time role spread over 4 days per week will be located within the Mercy Centre, Alphington with regular travel within Victoria but also South Australia and Western Australia to fulfil the requirements of the position.

As a member of the Professional Services Team, the Property Consultant will be responsible for the management of a residential and community based property portfolio. You will coordinate property related projects and provide broad and at times complex property solutions within VIC, SA and WA. You must have the ability to handle multiple tasks both operationally and strategically across a range of property and development matters backed by a strong customer service mentality. Communication in all forms is paramount.

Your property project management skills will be utilised by your ability to demonstrate reputational credibility, ideally in development and planning, commercial leasing, property disposals, acquisitions, development scoping and compliance.

You are most likely employed or have prior experience in a property advisory role, real estate environment, building surveying, compliance, project management/planning or development environment. Extending beyond your property related skills, you must be able to adapt easily to working for a faith based organisation.

Other specific responsibilities include:

- Attend to major maintenance works as required
- Manage property related agreements and documents in consultation with the legal team
- Development scoping, costing of works, coordination of contractors and managing timelines
- Assisting with the residential relocation of Sisters within the Community
- Ensuring all stakeholders are informed and have accurate details of works
- Property disposals and acquisitions as required

- Management and coordination of planning matters, subdivisions, heritage issues and burial sites
- Working closely with the Property Team on broader property related projects.

The Requirements

To be considered for this opportunity, you will need to possess:

- A commitment to uphold and support gospel values and mercy ethos
- Solid background in property maintenance, project management and a general depth of property knowledge
- Experience tending to a 250+ property portfolio
- Thorough understanding and knowledge on relevant property related regulations
- Excellent stakeholder engagement and communication skills, both written and verbal
- The ability to think and act strategically, make timely and accurate decisions and generate possible solutions in a complex setting
- Competent in the use of MS Office, specifically Outlook, Word, Excel and Powerpoint
- A positive, self driven and highly motivated approach
- Excellent time management skills
- Valid drivers licence and the ability to travel as required
- A current Certificate of Registration in Real Estate, or the ability to acquire and/or relevant industry qualifications
- Compliance across property knowledge

The Process

If you are interested, please contact Human Resources on (02) 4964 6400 for a confidential discussion or to request a position description.

To apply please e-mail a cover letter and resume to humanresources@ismapng.org.au

Applications close Sunday 14 July 2019.
