

POSITION DESCRIPTION



JOB TITLE Diocesan Property Officer
JOB TYPE Full time
EMPLOYER Catholic Diocese of Wollongong
DEPARTMENT Finance
MANAGER Financial Controller
ACCOUNTABLE TO Financial Controller

Office of the Bishop
Xavier Centre
38 Harbour Street
(PO Box 1239)
Wollongong NSW 2500
www.dow.org.au

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to support the Bishop in carrying out his mandate received from Christ to teach, sanctify and govern.

ABOUT THE ROLE

The Diocesan Property Officer will be responsible for providing support and expertise in the areas of property management and maintenance to support the Office of the Bishop and Parishes in the Diocese to safely carry out the evangelising mission of making Jesus known and loved in the Illawarra, Macarthur, Shoalhaven and Southern Highlands.

WHY WE NEED YOU

As an experienced, intelligent and articulate professional we need your integrity, faith and capability to help us ensure that the dioceses property portfolio is carefully managed and maintained. Your resilience, competence and honesty are important aspects of this role.

YOUR RESPONSIBILITIES

The key responsibilities of the Diocesan Property Officer will include:

- Ensuring property planning adequately considers parish, diocesan and staff needs,, WHS, and environmental statutory requirements
- Establishment and administration of annual and long term plans and budgets/forecasts for property maintenance and minor works
- Ensuring property risk assessments are completed and resultant mitigation and corrective actions are implemented
- Supporting good project control for each property project , including sound planning, selection of successful tenders, assessment of tenders, use of standard contracts and appropriate project management principles
- Maintaining a sound knowledge of buildings within the Diocese, their locations and their use
- Providing advice and support to Parish Priests in the implementation of their respective maintenance plans and related property issues.

- Liaising and collaborating with Parishes, Catholic Education, CatholicCare and Catholic Development Fund to leverage property collaboration opportunities
- Fostering positive relationships with key internal and external groups to maintain an effective culture of cooperation and collaboration
- Managing builders, architects, associated consultants and liaising with relevant government bodies for maintenance and related projects
- Develop and maintain the properties deeds register and properties databases.
- Prepare for proposals / reports associated with Diocesan Property portfolio
- Other relevant duties, as required.

YOUR RELATIONSHIPS

The Diocesan Property Officer reports to the Diocesan Financial Controller. In addition, you will work closely with:

- Diocesan Financial Administrator
- Vicar General
- Chief Operations Manager;
- CDF Business Development Manager;
- CDF General Manager
- Catholic Education and CatholicCare Property personnel;
- Solicitors;
- Parish Priests and Parish Teams;
- Staff of the Office of the Bishop.

YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- An understanding of the structure and workings of the Catholic Church;
- Minimum 5 years experience in a relevant role;
- Procurement, building industry or asset management/facilities management experience
- Tertiary qualifications in property management and or project management
- Personal commitment to the ethos and values of the Catholic Church;
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy, parishes and diocesan/agency staff;
- Highly developed written and verbal communication skills;

- Attention to detail and a demonstrated ability to maintain a high level of confidentiality;
- The ability to manage a complex workload
- The ability to work independently as well as in a team environment;
- Flexibility to work in an ever changing environment;
- High level of proficiency in the use of collaborative tools such as Google Docs and Office 365 and property management software

CHECKS AND CLEARANCES

Appointments are subject to the following checks and

- National Criminal History Record check
- Working with Children Check clearance

clearances:

- Referee checks

OTHER EMPLOYMENT CONDITIONS

- Due to the nature of the role, on occasion, some weekend and after hours work and travel may be required.