



Position Description – Executive Officer- Property

Position Title:	Diocesan Executive Officer - Property
Department:	Anglican Diocese of Grafton
Reports to:	Registrar
Updated:	4/11/2024

THE ROLE

The Diocesan Executive Officer for Property is an important role in the Registry of the Anglican Diocese of Grafton.

The position provides strategic guidance and operational support to key governance committees and ministry units within the Diocese to optimise property development, property utilisation and property management across the Anglican Diocese of Grafton.

The Diocesan Executive Officer - Property role is a **1.0 FTE** position. However, for the right candidate, this can be negotiated to allow for part-time work.

PURPOSE OF THE POSITION

Operating under broad direction from the Registrar/General Manager and key governance committees – including Bishop-in-Council and the Corporate Trustees – the Diocesan Executive Officer - Property will support quality strategic and operational decision-making in relation to all land and buildings throughout the Diocese. This includes advising and supporting in regard to property development, property sales, property and asset management, including optimising property use through leasing, planning for building renewal and maintenance, and managing and coordinating Diocesan-wide property insurances.

REPORTING RELATIONSHIPS

The Executive Officer-Property will liaise closely with parishes and other ministry units but report to the Registrar.

MAJOR DUTIES AND RESPONSIBILITIES.

- **Property Advisory and Management Support:** Provide support for property sales, leasing, and rental management to optimise property use to parishes and other ministry units across the Diocese.
- **Property Development and Strategic Guidance:** Offer strategic direction and project support for property development initiatives to Parishes and other Ministry Units, and to key governance bodies. This work includes identifying opportunities, guiding projects, and assisting with legal and heritage compliance.
- **Property Records Management:** Maintain comprehensive records on properties, including historical data, development approvals, and property boundaries. Ensure accurate and accessible information for reference and planning purposes.
- **Building Renewal and Maintenance Coordination:** Support Diocesan-wide building renewal and maintenance efforts, potentially through grant applications or shared funding models.

- **Process Improvement for Insurance Management:** Enhance processes for managing and coordinating Diocesan-wide insurance policies, ensuring effective communication with key stakeholders and streamlined administration.
- **Work effectively with key governance bodies** on property and insurance matters, preparing business papers and other relevant documents, attending meetings, and leading execution of decisions.
- Other relevant duties and tasks as directed.

Participation in Registry Improvement

- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry;
- Support an approach that fosters teamwork and consultation.

QUALIFICATIONS AND SKILLS

The Executive Officer- Property will have the following qualities, capabilities and skills:

1. Relevant experience in property development, building or project management, real estate, or a similar field.
2. Strategic and entrepreneurial mindset with the ability to identify and act on opportunities.
3. Tertiary qualifications are desirable but not mandatory, given equivalent practical experience.
4. Advanced verbal and written communication skills, with the ability to draft reports, briefing documents, and correspondence.
5. Strong analytical and logical thinking skills to grasp new topics and identify key information.
6. Effective liaison and interpersonal skills, and the ability to build and maintain relationships with a diverse range of colleagues and stakeholders.
7. Sound organisational and time management skills suitable for maintaining quality work and meeting deadlines in a multi-task environment.
8. Financial proficiency especially regarding financial planning and investment strategies.
9. Ability to work collaboratively within a team, demonstrating sound judgment, initiative, and a high level of integrity and confidentiality.
10. High proficiency in personal computing, especially with Microsoft Office 365 and similar tools.
11. Commitment to and understanding of equity and workplace health and safety principles.
12. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church of Australia and an appreciation for its mission.

The ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check) is essential.

Desirable (but not required) Criteria

- Prior experience in a similar role in an Australian Charity or Not for profit organisation
- High level financial literacy
- Prior experience interacting with governance committees
- Membership of the Anglican Church of Australia.