

## Position Description

### Position Details

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| <b>Title:</b>    | Manager, Parish Property Services (various geographical region(s) of the Sydney Anglican Diocese) |
| <b>Name:</b>     |   |
| <b>Division:</b> | Parish Property Services (PPS) – Sydney Anglican Property (SAP)                                   |

| Relationships   |   |
|---|---|
| <b>Direct Managers</b>  | Senior Manager of Parish Property Services  |
| <b>Direct Reports</b>   |   |
| Key Internal Relationship   | Key External Relationships  |
| <ul style="list-style-type: none"> <li>• Chief Executive Officer, SAP</li> <li>• Other SAP Managers (Urban Renewal, Parish Property Services, Communications, Insurance and Commercial Property)</li> <li>• SAP Senior Leadership Team</li> <li>• SAP team members</li> <li>• Sydney Diocesan Services (SDS) Finance Team</li> <li>• SDS Finance, Parish &amp; Technology Services, Diocesan &amp; Corporate Services, SDS Legal</li> </ul> | <ul style="list-style-type: none"> <li>• Archbishop, Bishops, Archdeacons and Assistants to the Bishops, EOS Property Consultant</li> <li>• Members of the SAP Board and subcommittees</li> <li>• Ministry Staff (Rectors/Planters), Office Bearers (Wardens and Parish Council) in the Sydney Anglican Diocese</li> <li>• Relevant contacts within Evangelism and New Churches (ENC), Anglicare, The Anglican Schools Corporation (TASC) and Sydney Anglican Indigenous Peoples Ministry Committee (SAIPMC)</li> <li>• The Sustainable Development Group (SDG)<sup>1</sup></li> <li>• Key consultants and service providers</li> <li>• Government regulators and industry associations</li> <li>• Rental managers of properties owned by SAP</li> <li>• Diocesan Project Architectural Panels</li> </ul> |

<sup>1</sup> Sustainable Development Group (SDG) are a Christian not-for-profit buildings and property advisory group working under a formal collaboration agreement with SAP to deliver the Urban Renewal Pilot Program (URPP).

### Primary Purpose

- SAP supports local Anglican parishes by assisting them plan and provide great ministry infrastructure that enables local churches to implement their Ministry and Evangelism strategic plans. We do this so that more people would be able to meet Jesus.
- The Manager, Parish Property Services supports this aim by:
  - Providing management, administrative and strategic property support services for parishes generally located in two or three of the 5 geographical regions of the diocese and any other region(s) allocated to you, to assist in managing and developing parish (real and other) property and to support diocesan organisations on property matters as required.
  - Providing corporate governance support and technical expertise to parishes, senior clergy, senior management team of SAP and the SAP Board.
  - Contributing to the development of Diocesan and Regional ministry-led buildings and property strategies.
  - Overseeing the design, approval, and construction of new ministry infrastructure in the regions.
  - Collaborating in the management of greenfield and urban renewal projects across the Diocese.
  - Contributing to a Diocesan-wide heritage strategy to shape the adaptive re-use of Diocesan heritage buildings and properties.
  - Contributing to the effective asset management and maintenance of existing church properties.
  - Assisting parishes in attaining available grants to enhance church properties.
  - Assisting the Manager, Compliance & Support, as required through providing technical expertise and management oversight of fire-safety, cemetery, columbarium and heritage regulation matters and in the administration of the CBP and other grants programs on behalf of parishes.

| Key Result Areas (KRAs) | How are they delivered   | How are they measured |
|-------------------------|--|-----------------------|
| Organisational Values   | <ul style="list-style-type: none"> <li>• Model the organisational values of Sydney Anglican Offices at all times in the workplace.</li> <li>• The SAP team values are:                             <ul style="list-style-type: none"> <li>○ Kingdom focused</li> <li>○ personal and corporate integrity</li> <li>○ collaborative</li> <li>○ innovative &amp; possibility oriented</li> <li>○ delivery-driven excellence</li> <li>○ stewardship mentality.</li> </ul> </li> </ul> | Ongoing               |

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| Leadership                                  | <ul style="list-style-type: none"> <li>• The Manager, Parish Property Services will lead project-based teams that are resourced by a flexible pool of SAP team members.</li> <li>• Provide project leadership and guidance to the project teams.</li> <li>• Train other staff in basic property, planning, development and project delivery skills.</li> </ul>   | Team feedback.                   |
| Team participation, strategy and Innovation | <ul style="list-style-type: none"> <li>• Make a positive contribution during team meetings.</li> <li>• Proactively consider opportunities to streamline and improve the quality and efficiency of work undertaken within the Division.</li> <li>• Actively seek to make a contribution to the implementation of SAP strategic plan.</li> <li>• Make suggestions about how SAP can improve the delivery of its existing services or deliver new services.</li> </ul>  | As opportunities arise           |
| Working Safely                              | <ul style="list-style-type: none"> <li>• Work in a safe manner, complying with the policies and procedures of Sydney Anglican Offices in relation to work health and safety.</li> <li>• Report all hazards and incidents in accordance with the appropriate policies and procedures.</li> </ul>  |                                  |
| Annual Objectives                           | <ul style="list-style-type: none"> <li>• Meet any annual goals or objectives agreed with your senior manager.</li> </ul>   |                                  |
| Other Projects                              | <ul style="list-style-type: none"> <li>• Undertake other duties and projects as directed by your manager.</li> <li>• At the discretion of the Senior Manager of Parish Property Services, you may be assigned to other projects of strategic importance to SAP.</li> </ul>   |                                  |
| Client Services                             | <p>Provide a range of strategic, management and administrative property support, with particular focus on the following areas –</p> <ul style="list-style-type: none"> <li>• Be the main point of contact for all parish property matters in the Regions of responsibility.</li> <li>• Triage and answering customer service enquiries via emails, phone calls and web desk enquiries from parish staff and volunteers, internal and external customers.</li> <li>• Lease, license, acquisition/sale, construction and estate portfolio advice and execution of documentation.</li> <li>• Oversight of payment of accounts and distributions.</li> </ul> | Stakeholder satisfaction survey. |

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|                                      | <ul style="list-style-type: none"> <li>• Liaison and oversight with third parties (architects, lawyers, real estate agents etc) as may be required to provide the above services.</li> <li>• Oversight of investments and payments associated with church trust property.</li> <li>• Cultivate and maintain strong relationships with the Parishes within the Regions you are responsible for.</li> <li>• Support collaboration between SAP and TASC, Anglicare, ENC and other relevant organisations.</li> <li>• Maintain positive relationships with government contacts, agencies.</li> <li>• When required, support the SAP Leadership team, by attending meetings or fulfilling duties on their behalf.</li> </ul> |   |
| <b>Innovation</b>                    | <ul style="list-style-type: none"> <li>• Collaborate with other SAP staff to refine policies and procedures with the intent of streamlining parish requirements and enhancing user experience.</li> <li>• Support a culture of innovation within the organisation, encouraging the development of new approaches and value-adding services.</li> <li>• Contribute to SAP by identifying and adopting innovative ways of working to progress the team objectives.</li> </ul>   | As opportunities arise.                                 |
| <b>Financial Management</b>          | <ul style="list-style-type: none"> <li>• Contribute to the compilation of the SAP budget process and achievement of the budget.</li> <li>• Maintain efficient, accurate and up-to-date files, records and financial accounts relating to the property matters of parish and certain diocesan organisations.</li> </ul>  | Feedback from SAP Leadership Team.                      |
| <b>Professional Development Plan</b> | <ul style="list-style-type: none"> <li>• Prepare an annual Professional Development Plan for approval.</li> <li>• Attend all required training as agreed.</li> </ul>  | Progress tracked against Professional Development Plan. |
| <b>Risk Management</b>               | <ul style="list-style-type: none"> <li>• Effectively manage key risk areas assigned by the organisation's risk register.</li> <li>• Escalate any risks, concerns or incidents to the appropriate management level with appropriate recommendations for resolution in a timely manner.</li> <li>• Ensure that SDS confidentially is maintained at all times and that the work environment is kept secure.</li> </ul>   | Feedback from SAP Leadership Team.                      |

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|  | <ul style="list-style-type: none"> <li>• Contribute to the preparation and management of business continuity plans.</li> <li>• Report to the Senior Manager, Parish Property Services and/or CEO SAP any matter which potentially impacts, or may potential impact, on the business of SAP</li> </ul> |  |
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## ORGANISATION VALUES



### RESPECT

Inspired by Christ's humility, we always treat people with the dignity and care that is due to them as image-bearers of God.

*Show proper respect to everyone, love the family of believers, fear God – 1 Pet 2:17*



### INNOVATE

We continually look for better ways to serve with the resources God has given us.

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms – 1 Pet 4:10*



### COLLABORATE

We seek and value the input of others to better meet the needs of those we serve.

*God has placed the parts in the body, every one of them, just as he wanted them to be [for] there are many parts but one body – 1 Cor 12:18 & 20*



### CELEBRATE

We reflect on our achievements and efforts with a spirit of joy and thankfulness to God.

*I thank my God every time I remember you [and] I always pray with joy because of your partnership in the gospel – Phil 1:3–5*



### DELIVER

We are focused on providing outcomes that meet the expectations of our stakeholders.

*Always give yourselves fully to the work of Lord, because you know that your labour in the Lord is not in vain – 1 Cor 15:58*

| Capability Profile                                     |  |
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| Required Experience                                    | <ul style="list-style-type: none"> <li>• 5+ years of experience in a built environment profession such as urban planning, project management, architecture, engineering, property, administration, insurance (or similar).</li> <li>• Experience in the development and implementation of strategic business plans.</li> <li>• Proven ability to deliver high-quality work within specified budgets while managing competing deadlines.</li> <li>• Experience engaging with senior decision makers in the public or private sector, not-for-profit or faith-based organisations.</li> <li>• Experience managing teams.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working knowledge/understanding of the planning and compliance aspects of church heritage and/fire safety legislative requirements</li> <li>• Working knowledge, understanding of the compliance aspects of government grants for property purposes</li> </ul>  |
| Skills/ Knowledge/ Abilities/ Behavioural Competencies | <ol style="list-style-type: none"> <li>1. a possibility-minded strategic thinker               <ul style="list-style-type: none"> <li>○ Analytical thinker with problem solving skills to tackle complex issues and to persevere in creatively overcoming obstacles.</li> </ul> </li> <li>2. a confident and natural communicator               <ul style="list-style-type: none"> <li>○ Clear and open communicator who is an active listener and able to tailor communication style and messaging based on audience and context.</li> </ul> </li> <li>3. a relationship building collaborator               <ul style="list-style-type: none"> <li>○ Able to build and maintain positive relationships with a diverse range of people. This requires emotional intelligence to understand and respond to the needs and motivations of different stakeholders.</li> </ul> </li> <li>4. an effective project manager               <ul style="list-style-type: none"> <li>○ Skills in prioritisation, time management and delegation.</li> <li>○ A focused commitment to delivering multiple projects concurrently.</li> </ul> </li> <li>5. person of resilience and empathy               <ul style="list-style-type: none"> <li>○ Able to manage pressure and bounce back from setbacks, maintaining determination and adapting strategies to learn from and overcome obstacles.</li> <li>○ Able to empathise with the emotions, perspectives, and motivations of others.</li> </ul> </li> </ol> |
| Christian Commitment                                   | <ul style="list-style-type: none"> <li>• A demonstrated Christian faith</li> </ul>   |

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|  | <ul style="list-style-type: none"><li>• Aligned with the principles and values of the Anglican Church in the Diocese of Sydney, ideally a member of an Anglican church</li></ul> |
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## ACCEPTANCE

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|----------------|--|
| Employee Name: |  |
| Signature:     |  |
| Date:          |  |