

JOB TITLE	CLASSIFICATION	REPORTS TO
Manager Strategic Property and Revenue	SO	Chief Financial Officer

WHAT WE TRUST YOU TO DELIVER



- » Lead and manage a highly skilled Property, Rates and Service Performance team, fostering a culture that is constructive and collaborative, focusing on a high level of customer service, enhancing collaborative relationships and partnerships, and engagement.
- » Lead and oversee administrative functions of the unit are undertaken in accordance with relevant timelines and statutory requirements. For example, the raising and collection of rate revenue, lease and licence obligations, property transactions, service performance reviews and management of team budget.
- » Contribute actively to all key Council Plans and strategies, including but not limited to Council Plans, Long Term Financial Plans, Business Cases and Service Profiling.
- » Provide expert advice to Council's Leadership Team and staff with respect to property and revenue procedures, practices and statutory obligations. Act in a senior advisory role for Council staff in all areas of property planning and new revenue opportunities including fee setting.
- » Advise Council/CEO/Executive Team on management of its property portfolio to achieve the best outcomes for the community, having regard to the long term and cumulative effects of the decisions to acquire, decommission and dispose, and lease of property assets.
- » Develop staff within the Team through the provision of feedback, support, coaching, and training and to ensure that each staff member has a current Performance and Development Plan.
- » Identify financial management threats or opportunities, planning and problem solving to ensure positive impact and risk management practices to mitigate against these threats.
- » Drive a culture of continuous improvement and provide expert advice, through the ability to develop clear and easy use analytics and presentation of data sets for all Finance customers and key stakeholders.

WHAT YOU'LL NEED TO THRIVE



- » A track record of success in managing a large property portfolio in the local government and/or government and/or in the private sector.
- » Strongly developed leadership and people management skills with the ability to motivate and engage staff.
- » Highly developed ability to interpret and apply legislative guidelines as relevant to Local Government property and revenue matters.
- » Superior oral and written communication skills including preparation of reports, policies, guidelines, presentations, and other management documents.
- » Well-developed evaluation, analytical and problem-solving skills to resolve complex issues.
- » Ability to negotiate with stakeholders, manage a budget and contract.
- » Management experience and relevant tertiary qualifications in a relevant discipline.

WHAT WE'LL DO TO SUPPORT YOU



- » Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long term growth and career development.
- » Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	3	3	3	3	3
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	3	3	3	3	3

CITY OF STONNINGTON

Success Profile



Stonnington.
Work that matters.
People who make
a difference.