

Role Description

Manager – Property Portfolio



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Police Property Group
Location	Sydney
Classification/Grade/Band	Clerk 11/12
ANZSCO Code	132111
PCAT Code	1119192
NSWPF Role Number	RD 554
Date of Approval	23/06/2022
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for identifying, assessing, prioritising and controlling health and safety risks, and ensuring that safe systems of work are developed, documented and followed by staff and contractors through appropriate training, supervision and monitoring.

Primary purpose of the role

The Manager, Property Portfolio is responsible for supporting the Director, Property Portfolio in the financial, investment and management of NSW Police Force property assets. The role is responsible for delivery of property asset management, maintenance and strategic investment in line with the NSWPF property portfolio strategy, and undertakes compliance monitoring with policies, practices and relevant regulatory requirements, as well as asset management for leasing, maintenance, upgrades and disposal of property assets.

Key accountabilities

- Coordinate the audit, acquisition, disposal and leasing of property related assets, with responsibility for the development of strategies to ensure the effective management of the Property portfolio.
- Provide sound advice, recommendations and contribute to the development of property related business cases for the allocation of funding based on relevant policies, legislative requirements, and processes.
- Develop and maintain strategic Asset Management Plans and draft policies for commands/business units in consultation with Commands and Managers.
- Contribute to the management of the operational and financial targets of the NSW Police Force Property Assets, implementing sound financial management such as budgeting, forecasting and quarterly asset investment register update.
- Work collaboratively with the Commercial Real-estate and Facilities Management service provider to determine asset and lease requirements and formulate cohesive plans to deliver on agreed requirements.
- Support Asset Maintenance work strategies and along term formal delivery plans to manage NSW Police Force Property assets in accordance with Corporate Business requirements and asset management standards.
- Work in partnership with Finance and Business Services and PPG Project Team to minimise impact on recurrent funding across the Command.
- Oversight on property management issues including, repairs, alterations, refurbishment, and relocation issues for both police owned and leased properties.

Key challenges

- Manage internal and external relationships to ensure that the NSW Police property assets are managed appropriately to comply with asset investment requirements aligned with the NSW Police Force strategic plan.
- Work within a complex specialised environment contributing to the strategic property asset management for NSW Police.
- Maintain a currency of knowledge of public sector policies, practises, regulatory and statutory requirements in order to perform with the operating environment.

Key relationships

Who	Why
Internal*	
Commander/Director	<ul style="list-style-type: none"> • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Receive advice and report on progress towards business objectives and discuss future directions • Escalate sensitive issues
Work Team	<ul style="list-style-type: none"> • Develop and maintain constructive working relationships • Provide a client centric approach

Who	Why
	<ul style="list-style-type: none"> Participate in meetings to represent work group perspective and share information
Customers	<ul style="list-style-type: none"> Provide advice on a range of financial and business issues and strategies Optimise engagement to achieve defined outcomes Information exchange to ensure stakeholder commitment and involvement Identify needs and improve service provision Resolve issues where possible and escalate where necessary Provide advice to enable outcomes/resolutions and negotiate to ensure compliance with legislation and policy
External	
Other Government Agencies	<ul style="list-style-type: none"> Optimise engagement and collaboration to achieve defined outcomes Information exchange within the Governance of NSW Police Establish professional networks and relationships to maintain currency of issues, share ideas and learning
Vendors /Service Providers and Consultants	<ul style="list-style-type: none"> Monitor services delivered to ensure they meet contractual and or service level agreements performance measures. Report on of performance of provider/s Develop and maintain constructive working relationships

Role dimensions

Decision making

The role has the autonomy to make decisions regarding the core day to day asset and leasing management functions and applies specialist knowledge, skills and professional judgement to achieve outcomes. This role also provides expert advice and makes recommendations to the Director, Property Portfolio and other senior members of the NSW Police Force.

Reporting line

- Director - Property Portfolio - SE Band 1

Direct reports

- Nil

Budget/Expenditure

- The role has administrative and financial decision making autonomy for the business unit in line with NSW Police Force legislative delegations.

Key knowledge and experience

- Demonstrated experience in constructing and maintaining productive partnerships within and across government in a fast-paced business environment.

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Tertiary qualifications and/or equivalent experience in property management, property investment or business-related discipline or willingness to undertake property related studies in the first 12 months.
- Current driver's license and willingness to travel

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced
 Business Enablers	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management • Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound • Assess relative cost benefits of various purchasing options • Promote the role of sound financial management and its impact on organisational effectiveness • Obtain specialist financial advice when reviewing and evaluating finance systems and processes <p>Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner</p>	Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept

Version Control		
Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template (Approved 14.9.18)	14.09.2018
V1.1	Update to RD to Key Accountabilities etc & added in KK&E to better reflect roles requirements. New Hay req	15.06.2022
V1.2	Update Reprting Line incorrect title put (Asset Management, Police Properties) amended	04.07.2022
V1.3	Minor update to Director title in Primary Purpose & Decision Making	26.07.2022
V1.4	RD title change from Asset Manager – Police Properties	03.08.2023

Roles attached							
Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
51249398	PPG	51249399	PPG				