

# Position Description



**Position: Manager – Properties and Facilities**

## Position Dimensions

|                                  |                                           |
|----------------------------------|-------------------------------------------|
| Location:                        | Port Moresby                              |
| Date PD Finalised/Updated:       | 29 -03 - 2022                             |
| PD Approved By (Position Title): | Chief Investment & Infrastructure Officer |
| Position Number:                 | KCHCI04                                   |

## Primary Purpose of the Position

To manage the daily operations of properties and facilities, advertise vacant properties, and handle tenant relations. The property manager's responsibilities include managing financial matters, coordinating maintenance work, enforcing leases, and preparing performance reports. To be successful as a property manager you should be able to ensure efficient daily operations and meet financial objectives. Ultimately, an outstanding property manager should be able to increase property value and satisfy tenant requirements.

## Reporting Relationships

This Position Reports to:

Executive Manager- Properties and Infrastructure

Direct Reports:

NA

## Key Working Relationships (Internal & External)

### Internal:

- Executive Managers SOEs
- Managers - Engineering, Procurement & Contracts, ESG, Facilities
- COO
- CFO

### External:

- Contractors
- Sub-contractors
- Consultants & Authorities
- Client & Client Representatives
- Landowners
- Suppliers

## Minimum Requirements for the Position

**Education and Qualifications** (including Technical Competencies) required for this position:

- Bachelor Degree in Property Management or Business Administration
- Construction Qualifications
- Project Management Qualification
- Must be registered with a professional body

**Skills and Experience** required for this position:

### Skills

- Project Management Skills
- Leadership
- Interpersonal skills

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- Planning & Organising
- Negotiation and influencing
- Contracts & Subcontracts Management
- Analytical and Strategic thinking
- Conflict management
- Team building skills
- Communication
- Relationship Management

## Experience

- Minimum of 5 years' experience in a similar role in a private organisation
- Knowledge and previous experience in project design, management and implementation
- Experience in delivery of donor funded projects and procurement guidelines is an advantage
- Ability to coordinate and communicate effectively with the consultant, contractors and stakeholders
- Must possess effective project organisation leadership qualities
- Ability to communicate effectively and train engineers and technicians
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## Key Accountabilities

### Safety, Health & Environment

#### **Contribute to a culture of "Safety and Health above all else" and environmentally responsible through:**

- Implement SH&E policy, procedures and legislative requirements
- Manage all areas of project Safety and Health to ensure that a safe work place is maintained
- Monitor the achievement of objectives and targets
- Compliance with AS4801 and Workplace Health and Safety legislation and SH&E policies and procedures
- Take appropriate action to improve safety performance when targets are not achieved
- Ensure all incidents are reported, investigated and closed out in a timely manner
- Ensure that the results of project operations and activities are undertaken in a safe manner
- Is responsible for the management of safety and health for the project team
- Demonstrate commitment to SH&E through personal example, leadership and participation in monitoring of established work practices

### Governance/Standards

#### **Understand and ensure project complies with regulatory, governance and community requirements by:-**

- keeping abreast of government and regulatory obligations
- taking appropriate actions and supporting the implementation of preventative strategies

### Project Management & Delivery

#### **Deliver projects to achieve client and corporate objectives, including;**

- Continuously oversee overall performance and analyse methods and performance
- Monitoring performance against program and re-assessing efficiency, taking appropriate correct action where necessary
- Monitoring contractor's performance to ensure project plans and milestones are met and addressing performance issues
- Assessing activities, ensuring a balance between cost and production to meet objectives and time constrictions
- Understanding contractual obligations
- Communicating with relevant direct reports or team members in relation to key dates and milestones
- Ensure that contractors and suppliers have the capability of meeting project safety and health requirements as appropriate
- Identify and document project operational risk analysis from pre-mobilisation stage to project completion
- Ensure incidents reported to the relevant parties are fully investigated, reported and closed out and submitted in a timely manner
- Maintain clear communication with key stakeholders, including the community

### Planning and Budgeting

#### **Develop and deliver against project goals and objectives including:**

- Planning project execution to ensure construction project delivery within optimal time and budget
- Ensuring construction budgetary requirements are understood and met
- Providing accurate and timely budget forecasts and cost reports
- Managing project risks and constraints
- Ensuring the appropriate allocation of construction staff and resources to achieve project objectives involving key project team members in planning, procurement and management of resources

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## Risk Management

**Ensure risk is managed in a proactive manner, through:**

- By identifying, assessing and managing business, community and environmental risks
- Ensuring appropriate and timely risk management procedures are established and maintained
- Conducting appropriate risk assessment at nominated intervals
- Ensuring identified deficiencies are responded to in a timely fashion
- Establishing control mechanisms to prevent occurrence

## Leadership

**Lead and develop an effective and productive team, including:**

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- identifying resource and skill gaps and developing strategies to bridge gaps
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team
- demonstrating on a daily basis personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation

**Incumbent:**

**Signature:**

**Date:**

- Managing the profitability of the project by overseeing budget expenditure, conducting regular reviews against plan and budget and taking corrective actions as required

## Business Relationships

**Build and maintain productive internal and external**

**relationships to facilitate the delivery of the project through:**

- Creating and maintaining strong relationships with key senior external clients and other key stakeholders
- Understanding key stakeholders requirements and allocated resources to ensure the delivery of effective outcomes
- Satisfying obligations under the contract
- Managing the client's expectations

Understanding the client's working culture and managing the relationship accordingly

## Team Work

**Participate and contribute to an effective and productive team including;**

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with workers and supervisors on site

**Position: Chief Investment Officer**

**Signature:**

**Date:**