



Diocese of North West Australia

PROPERTY COORDINATOR (0.4fte Part Time)

The Anglican Diocese of North West Australia has a big vision—to bring the gospel to the nations. We are seeking a Property Coordinator based in Geraldton who will assist in the maintenance and development of the facilities of the Diocese. The Diocesan Trustees hold in trust 30 properties including 70 buildings and their associated grounds. The Registry property team manage 35 of these buildings.

Responsibility

You will work as the leader of the Registry's property team, with the primary responsibility of delivering the property maintenance and development programs.

The wide-ranging duty of this position requires you to be passionate about the spread of the gospel; flexible; well organized; good at setting boundaries for yourself; and willing to be a faithful servant.

Context

The City of Greater Geraldton is a vibrant service centre located on the Indian Ocean in the Mid West region of Western Australia, 450km north of Perth. It offers a relaxing family lifestyle with excellent facilities for families.

Selection Criteria

- Active membership of a church.
- Demonstrated excellent communication and interpersonal skills.
- Demonstrated excellent organisational skills including the ability to take initiative.
- Demonstrated excellent understanding of property management.
- Demonstrated ability to work as part of a team as well as lead a team
- Demonstrated high level of IT skills including specialised platforms relevant to the position
- Tertiary qualification in a relevant area.
- Construction project and contract management experience
- An understanding of the aims and objectives of the Diocese.
- Communicant member of an Anglican church.

For more information about the role, contact Diocesan Registrar Khim Harris on 0433 033 174 or Bishop Darrell Parker on (08) 9921 7277.

Go to <https://www.anglicandnwa.org/vacancies> to download a Job Application Pack, including a detailed role description and information about the attractive working conditions.



INSTRUCTIONS FOR JOB APPLICANTS

Thank you for your interest in the position advertised by The Diocese of North West Australia. Attached (or available from our website) is the job description form, including the selection criteria. These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible interview.

ELIGIBILITY

In order to be considered for the position you must be able to show that you meet all the essential selection criteria. Before preparing your application check the essential selection criteria described in the role description to make sure you are eligible to apply.

CLOSING DATE

Some vacancies are advertised for a specific period and close at 5.00pm on the closing date of the advertisement. Please read the advertisement carefully as **late applications will not be accepted**. If no closing date is listed in the advertisement, your application can be submitted at any time.

ENQUIRIES

If you would like to find out more about the vacant position you should contact the person whose name is included in the advertisement. This is also the person to whom you should address your covering letter.

PREPARING YOUR APPLICATION

Applicants who demonstrate in their application that they meet the essential criteria and are competitive in comparison with other applicants will be interviewed. This decision will be based on the information you provide in your application.

- Your application should preferably be sent by email or by post. Please do not submit hard-copy applications in plastic or cardboard folders.
- Do not present an overlong or rambling application, as the importance of your arguments may be lost.
- Applications received will not be returned, therefore you should photocopy any original documentation.
- Before adding any attachments, consider carefully whether they really add anything of value to your application in demonstrating your ability to meet the criteria

Your application should include the following documentation:



1. RESUMÉ (Curriculum Vitae) which comprises of:

- personal details including name, address, telephone number(s) and email;
- a summary of work history starting with the most recent position. Information should include approximate dates and details of the tasks/responsibilities required in each job;
- your education and training achievements, including membership of any professional bodies and/or licensing authorities; and
- any activities you have undertaken outside of work which are relevant to the application.
- names, work addresses and day-time telephone numbers of three referees, including your church pastor. It is desirable that one referee is your current supervisor and that the other referee can also provide information on your work performance.
- if your current supervisor is not able to provide a reference, then you should explain why and supply the contact details of your immediate past supervisor or someone else who can provide information on your work performance.

While a standard resumé is useful, it is often not comprehensive enough for every vacancy you apply for. You should include information specifically relevant to the position advertised and the selection criteria issued.

2. STATEMENT OF CLAIMS AGAINST THE SELECTION CRITERIA

The selection criteria specify the minimum education, knowledge, skills and abilities required for the position. Preparation of your statement is the most important part of your application.

When preparing your statement it is recommended that you;

- treat each criterion separately, using each criterion as a heading;
- provide a brief statement on each criterion, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position. This may include a description of tasks or projects where you have used the required skills or knowledge; and
- keep the overall length to around two pages.

Electronic applications should be sent to reception@anglicandnwa.org

Hard copy applications should be
posted to P O Box 2783, Geraldton WA 6531; or
hand delivered to the Diocesan Office at 101 Cathedral Avenue, Geraldton.



SELECTING APPLICANTS FOR INTERVIEW

Each application will be assessed for the interview short list. This process may take a couple of weeks.

INTERVIEW PREPARATION

The job interview is an important part of the selection process. Questions at the interview will be related to the selection criteria. In some circumstances the panel may not be able to test the whole of the selection criteria through your written application and interview questions. You may be assessed in other ways, for example, a written test, a presentation or practical demonstration.

To prepare yourself for the questions which may be asked;

- be aware of what the job involves from the role description, the selection criteria and by talking to the contact person listed in the advertisement;
- focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities;
- focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- If relevant, you may wish to bring with you examples of your work which demonstrate your skills and abilities.

THE INTERVIEW

If selected for an interview you will generally be advised of the details several days before the interview date. Interviews will usually take about an hour depending on the position advertised.

During the interview:

- Do not assume that the interviewer(s) know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied. Having got to the interview stage your job is to convince the interviewer(s) that you are the most suitable person for the position.
- Take time to answer each question. The interviewer(s) will appreciate a well thought out answer presented clearly and concisely.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

If you have any questions or concerns about the Diocese's recruitment and selection process, please contact the Registrar, Khim Harris, on 0433 033 174, or the Bishop, Darrell Parker, on (08) 9921 7277.

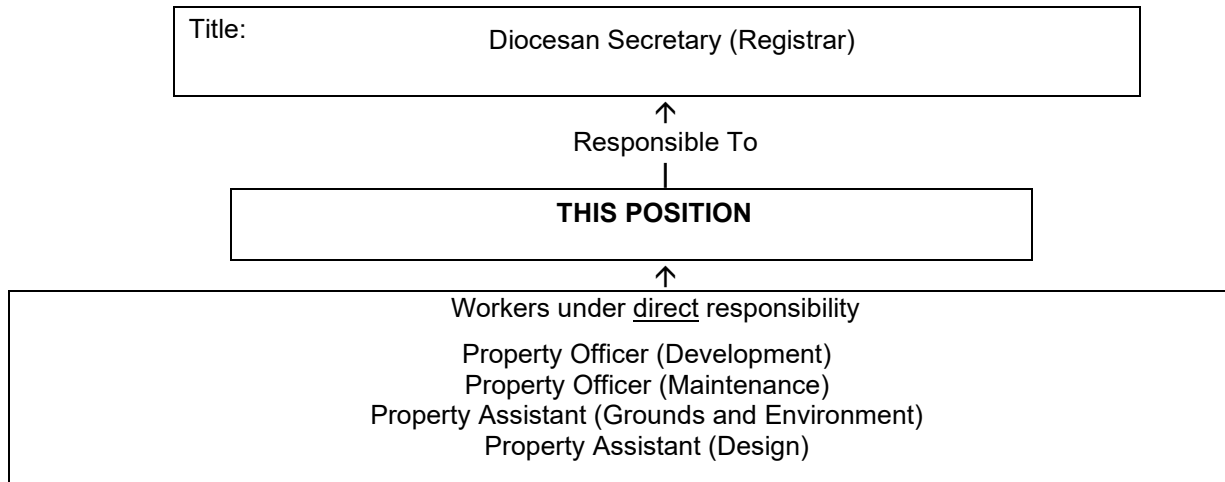
JOB DESCRIPTION FORM

SECTION 1 - JOB TITLE

Date of document: 27 November 2023

PROPERTY COORDINATOR (0.4fte Part Time)

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

Responsible for assisting in the maintenance and development of the facilities of the Diocese.

SECTION 4 - CONTEXT & SCOPE

PURPOSE OF THE DIOCESE

To glorify God the Father, God the Son and God the Holy Spirit, to promote sound doctrine and true faith through the spread of the gospel and biblical teaching, and to encourage the growth and maturing of Christ's one true Church

ROLE OF THE DIOCESAN REGISTRY

To conduct the business operations of the Diocese.

ROLE OF POSITION

The role of this position is to work as the leader of the Registry's property team, with the primary responsibility of delivering the property maintenance and development programs.

The wide-ranging duty of this position requires the person to be passionate about the spread of the gospel; flexible; well organised; good at setting boundaries for themselves and others; and willing to be a faithful servant.

SECTION 5 – RESPONSIBILITIES with those marked in blue for a full-time worker

| This position is responsible for contributing to the achievement of the following outcomes: | |
|---|---|
| Duty No | Details (time allocation) |
| 1 | Administration Services (50%) |
| 1.1 | <p>Outcome: the Diocese manages its facilities.</p> <p>1.1.1 Coordinate property management, including the maintenance and development of all buildings, grounds and their environment.</p> <p>1.1.2 Coordinate special projects in relation to property, e.g. building and land development, including contract management.</p> <p>1.1.3 Liaise with state and local government and external consultants as necessary, including representing the Registrar with development applications.</p> <p>1.1.4 Supervise property-related external consultants as necessary, e.g. town planners, surveyors, heritage advisors, architects and builders.</p> <p>1.1.5 Maintain all property-related records including, in collaboration with the Assistant Registrar, the Property Register (database of Diocesan property information)</p> <p>1.1.6 Assist the Registrar prepare quarterly reports on property condition and property improvements to Diocesan Council and its committees or working groups.</p> <p>1.1.7 Assist the Financial Officer manage property risk management and insurance, including the valuation of all properties and property-related insurance claims.</p> <p>1.1.8 Assist the Registrar monitor compliance with relevant civil and church legislation and regulations; and develop suitable guidelines and instructions to support property-related legal compliance and regulation implementation.</p> <p>1.1.9 Assist the Registrar develop parish property plans (maintenance and development) and the Diocesan Property Plan (strategic asset management plan).</p> <p>1.1.10 Assist the Registrar develop strategies for acquiring, developing and selling land; and refurbishing buildings that further the mission of the Diocese.</p> |
| 2 | Support and Training (40%) |
| 2.1 | <p>Outcome: ministry centres manage their facilities.</p> <p>2.1.1 Together with other property team members, provide a property helpdesk for parish churchwardens and ministers.</p> <p>2.1.2 Advise key stakeholders (e.g. parish councils and other committees) on construction projects, from inception through to commissioning.</p> <p>2.1.3 In collaboration with the Registrar, develop and deliver approved training for churchwardens in property management.</p> <p>2.1.4 In collaboration with the Registrar and Property Officer (Maintenance), coordinate property inspections and visit each ministry centre at least once every three years.</p> <p>2.1.5 In collaboration with the Assistant Registrar, assist ministry centres with property-related grants.</p> |
| 3 | OTHER DUTIES (10%) |
| 3.1 | <p>Outcome 1: Registry team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.</p> <p>4.1.1 Support other team members as required.</p> <p>4.1.2 Follow instructions from the Bishop.</p> <p>4.1.3 Willingly participate in professional development and a work appraisal processes.</p> |
| 3.2 | <p>Outcome 2: A workplace that is safe, free from harassment and values a Christian approach to all that we do.</p> <p>4.2.1 Assist in maintaining high standards of work health and safety.</p> <p>4.2.2 Assist in the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for church workers</p> |

SECTION 6 - SELECTION CRITERIA

ESSENTIAL

1. Active membership of a church.
2. Demonstrated excellent communication and interpersonal skills.
3. Demonstrated excellent organisational skills including the ability to take initiative.
4. Demonstrated excellent understanding of property management.
5. Demonstrated ability to work as part of a team as well as lead a team
6. Demonstrated high level of IT skills including specialised platforms relevant to the position.

DESIRABLE

7. Tertiary qualification in a relevant area.
8. Construction project and contract management experience.
9. An understanding of the aims and objectives of the Diocese.
10. Communicant member of an Anglican church.

Key:

SECTION 7 - APPOINTMENT FACTORS

LOCATION: Geraldton

ALLOWANCES/SPECIAL CONDITIONS:

1. Appointment subject to Diocese's Safe Ministry screening procedures, including Federal Police Clearance and a Working with Children Check.
2. May be required to travel between different locations in the Diocese.
3. Must possess a current Australian Driver's Licence and be willing to occasionally drive a vehicle from the Diocese's fleet.
4. Part-time (0.4fte) appointment subject to a six-month probation period.

SPECIALISED EQUIPMENT OPERATED: COMPUTER, PRINTER & SMART PHONE

SECTION 8 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

(ii) **Approved by**

DIOCESAN REGISTRAR

DATE

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| |
| |

(iii) **Approved by**

DIOCESAN BISHOP

DATE

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(iv) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision and purpose of the Diocese of North West Australia.

Name (in full): _____

Signature: _____

Date: _____