

<b>Job title:</b> Strategic Property Program Specialist	
<b>Classification:</b> Senior Executive Officer	<b>Effective Date:</b> November 2025
<b>Reports to:</b> Manager Futures Project and Service Excellence	<b>Tenure:</b> Fixed-term

### About Us:

At Whitehorse City Council, community is at the heart of everything we do. We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships. Our transformation is supporting us to respond to the evolving changes that impact our organisation and needs of our community.



City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.



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## Position description

### Goal Statement

The primary purpose of this position is to implement and coordinate the Strategic Property Program, ensuring all activities and projects are delivered in accordance with the Strategic Property Framework and Council's organisational objectives.

As a member of Council's leadership team, this role contributes to organisational performance by overseeing the planning, delivery and governance of the Strategic Property Program. The position ensures that program outcomes align with Council's strategic direction, property priorities and community needs.

### Key Responsibilities

#### *Position Specific Responsibilities:*

- Implement and coordinate the Strategic Property Program, including the targeted projects of strategic property sites, in accordance with the Strategic Property Framework.
- Manage the delivery of strategic property assessments and planning projects using specialist vendors and consultants, ensuring alignment with the Strategic Property Framework.
- Provide advice and recommendations that support long-term strategic decision-making, balancing stakeholder interests with corporate and organisational objectives.
- Oversee vendor performance and deliverables to ensure quality, value and compliance with Council's strategic property standards.
- Identify, scope and prioritise property-related projects that require consideration under the Strategic Property Framework.
- Inform the Manager Futures Project and Service Excellence of program performance, challenges and development needs, ensuring timely escalation of emerging risks or opportunities.
- Establish collaborative partnerships with departments and external stakeholders to ensure integration across Council's property, planning and asset management functions.
- Prepare and deliver quarterly reports to the Executive Leadership Team and Council on program progress, financial outcomes and benefits realisation.

- Ensure that all elements of the Strategic Property Program interface effectively with other organisational programs to deliver sustainable, evidence-based outcomes that meet the future needs of our community and support the achievement of Council's organisational objectives.

### *Self-Leadership:*

- Build strong, trusting relationships across all levels of the organisation and with external stakeholders.
- Communicate clearly and confidently to diverse audiences.
- Exercise sound judgement and initiative in problem-solving and decision-making.
- Manage competing priorities effectively and deliver high-quality outcomes under pressure.
- Seek, reflect on and act upon feedback to improve performance and professional growth. Demonstrate integrity, equity, fairness and transparency in all actions.
- Apply and share knowledge gained through experience and exposure to experts, colleagues and stakeholders.
- Proactively seek opportunities for development and growth.
- Values driven actively modelling integrity, equity, fairness and transparency.

### *People Leadership:*

- Set clear goals and expectations in line with organisational and departmental priorities.
- Share expertise to build the capability and professional skills of others across the organisation.
- Contribute to planning, budgeting and reporting to evaluate progress and performance.
- Support an environment that encourages collaboration, innovation and continuous improvement.
- Role model Council's values and behaviours, fostering a culture of inclusion, engagement and accountability.

### *Unit/ Team Leadership:*

- Plan, allocate and monitor resources to achieve program outcomes on time and within budget.
- Monitor program and project performance against established objectives and standards.
- Identify opportunities for improvement and implement changes to processes and systems.

- Maintain awareness of industry trends, standards and best practice in strategic property management.

### *Organisational Leadership:*

- Ensure compliance with organisational policies, procedures and relevant legislation.
- Apply sound financial management and governance practices within delegated authority.
- Contribute to the achievement of Council's vision, direction and goals through collaboration and innovation.
- Champion Council's values, Code of Conduct and Gender Equality Action Plan commitments.
- Ensure risk management and occupational health and safety principles are applied across all activities. Promote and support a child-safe environment in accordance with Council's commitment to child safety.

### *Authority:*

- Manage program budgets, contracts and resources effectively.
- Exercise professional judgement in solving complex problems and making informed decisions.
- Provide specialist advice and leadership that influences strategic and operational outcomes.
- Identify and report risks that may impact Council's assets, people or service delivery.
- Other duties as directed within the skills and capabilities of a position at this level.

### *Notes and Comments:*

- The incumbent may be required to work from different locations within the municipality.
- The incumbent may be required to attend out of hours work meetings (e.g. Council briefings and meetings).

## Key Selection Criteria

### Position Specific

- Demonstrated experience in implementing and coordinating strategic property or infrastructure programs in accordance with a defined framework or strategy.



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- Proven ability to develop and present strategic options and recommendations for the Executive Leadership Team and Council.
- Strong analytical, communication and negotiation skills with the ability to influence stakeholders to achieve organisational objectives.
- Demonstrated experience managing consultants and vendors to deliver complex projects consistent with organisational frameworks.
- Proven capacity to navigate complex organisational and political environments with professionalism and integrity.
- Demonstrated commercial acumen and ability to ensure alignment with Council's Strategic Property Framework and value-for-money outcomes.



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### Leadership

**Manage and Develop People:** Engages and motivates staff, develop capability and potential in others.

Creates a climate in which people across the organisation want to do their best.

Leads engagement in effective performance management, development planning and talent identification.

Drives executive capability development and ensures effective succession management practices.

Creates a climate in which senior staff value regular feedback, continuous learning and new experiences Ensures workforce management systems, policies and practices are inclusive of all individuals.

Plans for future workforce capability needs including developing partnerships Instils a sense of urgency around addressing performance problems among leaders in the organisation.

Demonstrated ability to lead change and guide others through transitions aligned with organisational strategies.

Proven ability to align programs, systems and people to achieve outcomes consistent with the Strategic Property Framework and broader organisational objectives.

**Inspire Direction & Purpose:** Communicates organisational goals, priorities and vision and recognise achievements

Articulates a shared vision of the organisation's future, described in measurable terms, and communicates the way forward.

Actively drives alignment of policy and practices with strategy.

Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation.

Communicates the context and parameters surrounding organisational strategies.



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Celebrates success and high performance and supports regular workplace activities to build a positive culture.

**Optimise Workforce Contribution:** Hires and deploy people effectively and apply sound talent management and workforce planning principles.

Ensures that operating models, systems, processes and workforce structure are aligned to key organisational strategies.

Oversees the workforce management strategy to ensure the organisation is the right size and shape to deliver outcomes.

Champions the benefits of diversity and ensures hiring practices attract diverse applicants and minimise selection biases.

Ensures talent management processes and resources are in place to inform L&D priorities, investment decisions and succession planning.

Facilitates partnerships with other organisations to strengthen workforce capability.

**Lead and Manage Change:** Initiates, supports and champions change, assist others to accept and engage with change.

Communicates a compelling case for change and articulates vision, objectives and benefits for different audiences.

Analyses the change context to develop the right change approach for the organisation, community and region.

Ensures regular communication throughout the change effort to build awareness, understanding, support and commitment.

Ensures organisational structures, systems, processes and leadership are aligned to support and embed changes.

Anticipates, plans for and addresses cultural barriers to change.

### Conditions of Employment

Conditions of employment are in accordance with the Whitehorse City Council Collective Agreement and Code of Conduct.

Applicants will require the following:



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- Identify check.
- Criminal History Check - renewal required every 10 years.
- Working with Children Check - renewal required every 5 years.
- Psychometric Assessment.
- Right to work in Australia.
- Credit History Check – applicable roles only.
- Qualification/ Certification – applicable roles only.
- Driver's Licence – applicable roles only.

### Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
<b>Standing</b> Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	



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Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Often	

**Any other relevant comments:**