

# Position Description

<b>Title</b>	Real Estate Administrator
<b>Business Unit</b>	Housing and Property
<b>Location</b>	Level 4, 130 Lonsdale Street, Melbourne
<b>Employment type</b>	As per employment agreement
<b>Reports to</b>	Manager, Real Estate & Advisory Services

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Real Estate Administrator is part of a team that is responsible for the efficient and effective management of Uniting's property portfolio. The Administrator manages the administration of property changes, updates, acquisitions, make-good and disposals; and ensures our asset listing and filing is always accurate and complete.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Manager Real Estate & Advisory Services
- General Manager Housing & Property & direct reports
- CX Housing Systems Administrator
- Housing Business Support and Compliance Officers
- Uniting Treasury

## Position Description

### Real Estate Administrator

#### External

- Real Estate Agents
- Landlords
- Tenants
- Government Departments
- Utility providers
- Valuers

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## 4. Key responsibility areas

### Lease Administration

- Ensure accurate and up-to-date lease data management, including lease expirations, renewals and/or rent escalations.
- Assist Manager for Real Estate and Advisory Services in all aspects of lease administration including lease preparation, execution, and/or documentation.
- Assist Manager for Real Estate and Advisory Services in the management of Uniting's property leases, licenses, asset agreements and/or MOUs.
- Coordinate with tenants, legal representatives, landlords and Manager to address lease related enquiries or concerns.

### Tenant Relations

- Serve as primary point of contact for property information through the Property Admin central email inbox for all Uniting staff, landlord and/or tenants.
- Collaborate with the Uniting Facilities Team to manage property and maintenance repairs.

### Rent Payment, Collection and Financial Management

- Manage rent payable and receivable registers – ensuring that payments/receipts are made/collected on a timely basis, in accordance with the respective agreements/contracts.
- Prepare financial reports and/or analysis, including rent rolls, arrears reports and occupancy cost analysis.
- Collaborate with accounting and finance teams to reconcile payments/receipts to ensure accurate and timely financial data reporting.

### Administrative Support

- Active management of Property Administration central email, including attending to all enquiries in a prompt and helpful manner.
- Maintain the Uniting Property Asset Register through regular review, data entry, and/or data cleansing activities, including extracting property listings and data from the Register to various internal stakeholders as required.
- Maintain the Uniting Lease Database through the designated property management system.
- Perform a key role in ensuring the Housing and Property Division maintains comprehensive and quality data in its Property Register, Lease Database, and document repository.
- Complete property administration tasks such as connecting utilities, notifying insurance, document signing and filing.
- Support the implementation of new work practices and processes in the Housing and Property Division.
- Assist with drafting correspondence, maintaining filing systems, and ensure accurate records are kept.
- Prepare reports, analysis, presentations, and/or other documents as needed.

### Quality and risk

- Ensure all data and documents are comprehensive, up-to-date and accurate.
- Monitor and audit data quality and data entry processes to maintain quality of business data.
- Escalate any data gaps and/or risks associated with any missing data.

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#### Personal accountability

- Compliance with Uniting's values, Code of Conduct, policies and procedures and relevant government legislation and/or standards, where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and the health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report any health and safety hazards, incidents and/or near misses to your line manager.
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and/or mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability or the suitability of others at Uniting to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organization

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## 5. Person specification

### Qualifications

- Advanced MS Excel course certificate or proven experience

### Experience

- Experience with data management processes and administration, noting an attention to detail and accuracy in data management and documentation.
- Experience in property administration, real estate, or related field.
- Strong knowledge of lease administration processes and property management principles.
- Advanced MS Excel skills
- Experience in data visualisation tools such as MS Power BI is desirable but not mandatory.

### Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Advanced MS Excel skills
- Exceptional attention to detail and record keeping, including financial and asset data.
- Initiative, helpfulness, can do attitude.

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With

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Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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**7. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

**Employee**

Name:

Signature:

Date: