

Position title:	Manager, Property, Fleet and Procurement	Reports to:	Chief Financial Officer (CFO)
Program / Department:	Property, Fleet & Procurement	Primary work location/s:	Wayville
Direct reports:	Procurement & Fleet Specialist, Property Operations Coordinator, Property Maintenance Coordinator, and Assets and Procurement Administrator	Key stakeholders:	CFO, BCSA Executive and Senior Leadership Teams, Care Pathways Managers, SA Government Housing Authority, Private and Not for Profit Housing Entities, Service Providers, Industry Organisations & Professionals, and Local Community Stakeholders
Award:	SCHADS	Classification:	Level 7

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

<p>Integrity</p> <p>Ensuring personal and corporate transparency and the highest ethical standards.</p>	<p>Compassion</p> <p>Treating people and communities with empathy, dignity and fairness.</p>	<p>Empowerment</p> <p>Releasing individual strengths that promote personal and community transformation.</p>	<p>Innovation</p> <p>Fostering a culture of continuous improvement, staff engagement and improved client outcomes.</p>
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About the role

Baptist Care SA's Property, Fleet and Procurement team assist in enabling our programs to deliver services across a wide range of Community Services programs by providing and maintaining company assets such as property and fleet as well as offering effective procurement solutions.

The Manager, Property, Fleet and Procurement (Manager, PFP) is responsible for the effective management of building assets, leased properties, fleet, ancillary assets, and procurement services to support Baptist Care SA's

strategic goals. This role involves overseeing operational planning and execution for property, fleet, and change management, ensuring assets are used efficiently, and ensuring compliance with relevant regulations. The Manager PFP will lead procurement planning, sourcing, and vendor contract management to deliver cost-effective solutions. Additionally, the role involves developing a high-performing, service-oriented team focused on continuous improvement.

Role responsibilities

Property Management

- Recommend properties for the organisation to both acquire and/or dispose of (both owned and leased).
- Ensure a register of all Baptist Care SA owned and leased premises is maintained, outlining key features and risks associated with each premise.
- Ensure all property lease re-negotiations are carried out in a timely fashion.
- Ensure new property locations and expansion/contraction options as required by Baptist Care SA Pathways are undertaken on a timely basis.
- Manage the properties to ensure that there is maximised usage to benefit the service delivery requirements of each Baptist Care SA Pathway.
- Ensure all end of lease obligations are met and contracts are terminated appropriately.
- Oversee lease negotiations with new and existing lessors undertaken by the Baptist Care SA
- Ensure all organisational properties are well presented and always maintained, ensuring periodic reviews are being conducted.
- Ensure assets are managed efficiently, have appropriate levels of security based upon risk, deliver corporate objectives, and optimise asset life cycle costs by implementing initiatives in the maintenance of assets, minor capital works, office fit outs and energy and water efficiencies.
- Ensure consistency in the delivery of property services including compliance with policies, guidelines, processes, standards, and tools, including inspection and maintenance of assets, management of fire safety, security, contractor compliance with WH&S, maintenance management and other electronic systems.
- Ensure appropriate governance and project management of major property projects to deliver on time and on budget.
- Assist in the preparation of Property, Fleet & Procurement briefing documents to the CFO and other committees as required.

Maintenance and Asset Management

- Develop and maintain long term asset management plans and multi-year acquisition, disposal and maintenance scheduling for all fleet and property under the control of Baptist Care SA.
- Engage architectural, consulting and building services to supply appropriate interior fit out and services in existing, new, or refurbished premises.
- Manage contracts specific to security, cleaning, air conditioning, and other property services are sourced, negotiated and services continue to be performed in accordance with contract service level standards. Including liaison and with procurement and the information systems team as necessary and in accordance with Baptist Care SA policies.
- Manage complaint management and find resolution in conjunction with key stakeholders for all matters related to Property, Fleet and Procurement.

- Manage the provision of refurbishment, planned, ongoing and remedial maintenance services across all Baptist Care SA locations.

Motor Vehicle Fleet Management Responsibilities

- Provide cost effective solutions for the provision of fleet services to Baptist Care SA including recommendations for the mix of leased and owned assets to meet the needs of the organisation, negotiation of rates and terms and conditions with fleet services suppliers, and the effective management and maintenance of the fleet portfolio, including monitoring the utilisation of Baptist Care SA's fleet of vehicles.
- Provide cost effective management of all administrative activities relating to fleet management, including reporting on vehicle related matters and insurance claims.
- Make recommendations to minimise the environmental impact of the Baptist Care SA fleet portfolio.

Safety and Compliance

- Ensure the provision of safe, accessible, and appropriate work venues.
- Responsible for the provision of safe and appropriate vehicles.
- Develop, manage, update, and review policies and procedures specifically relating to property, fleet & procurement activities to ensure an effective framework of internal control.
- In conjunction with WHS and key stakeholders, facilitate the development of all required policies and procedures related to Property, Fleet and Procurement matters.

Procurement

- Manage the cost effective solutions for the provision of procurement planning, sourcing, and vendor contract management activities to deliver an outcomes focused procurement function.
- Provide oversight for the design and implementation of the organisation's strategic purchasing/ procurement plan in line with overall business performance goals.
- Oversee the selection of reliable sources of supply and engagement of complimentary suppliers, and negotiating complex, high risk deals with key suppliers to improve value delivered to the organisation.
- Oversee aspects of the supply function including annual procurement planning, supplier sourcing, price negotiation, quality, ordering, inventory, checking, delivery, tenders, and contracts and providing expert purchasing/ procurement advice.
- manage an effective framework of internal control is applied to all stages of the procurement process to achieve probity, transparency, value for money, and compliance with the delegations of authority.
- Effectively manage the Procurement Specialist to foster an environment that promotes and encourages innovation within the purchasing/procurement function.

Other Organisational Responsibilities

- Be receptive to and reflect on feedback to improve employee performance.
- Other duties, consistent with skills and experience, as directed by the reporting manager.
- Prepare budgets and monitor expenditure across a range of administrative/facilities items.
- Prepare annual and 3-year capital budgets and monitor expenditure against budget.

People Management

- Ensure all staff are appropriately trained, equipped, and empowered to provide high quality service and work-output.
- Foster and maintain a workplace culture which attracts and retains skilled, experienced and values aligned staff.

- Be a role model for effective and positive leadership which is ethical, results driven and future oriented.
- Provide ongoing feedback, mentoring, advice, and coaching to direct reports, supporting skill development, continuous improvement, and increased competencies through an effective performance management framework.
- Oversee delegated P&C responsibilities in conjunction with the P&C Business Partner for direct reports including training and development, performance management, annual performance reviews.

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.
- Ensure all activity is appropriately documented within Baptist Care SA systems and ensure procedures are maintained for activities undertaken by the department.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace;
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers, and other stakeholders.

About you

The qualifications you bring

- Tertiary qualifications or equivalent experience in facility management, engineering, business or equivalent.

The experience you bring

- At least 10 years' experience in managing property or facility management teams.
- Experience in sourcing and negotiating contracts.
- Experience in managing team members, providing a high level of support.
- Experience and understanding of Operational and logistic operations.

- Commercial Acumen: Demonstrated ability to manage large operational and capital budgets. The ability to construct and articulate business cases relating to the ownership and/or utilisation of built assets and leased property.
- Demonstrated knowledge of key legislation and standards (Workplace Health and Safety, and other relevant building requirements).
- Advanced communication skills, both written and verbal, including an ability to prepare high level reports to Executives.

The competencies (knowledge, skills, and behaviours) you bring

- Values alignment: Ability to demonstrate and authentically promote Baptist Care SA's values.
- Facility Management: Ability to manage a property team in an organisation that requires substantial change management and strategy changes.
- Business partnering: Demonstrated capacity to engage proactively with other managers and business leaders, maintain positive working relationships and contribute to the achievement of organisational goals.
- Commercial Acumen: Demonstrated ability to manage large operational and capital budgets. The ability to construct and articulate business cases relating to the ownership and/or utilization of built assets and leased property.
- Project management: Proven capability to scope, plan, manage and deliver projects.
- Team: Collaborative approach, with the ability to support and contribute to a high functioning Shared Services team.
- Demonstrated knowledge of key legislation and standards (Workplace Health and Safety, and other relevant building requirements).
- Advanced communication skills, both written and verbal, including an ability to prepare high level reports for Executives.

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/ WWCC
- A current and valid National Police Clearance
- Training – Child Safe Environments
- Ability and willingness to travel within South Australia as required.
- Ability and willingness to working outside of normal business hours.
- A valid full South Australian drivers' license (C Class)

Desirable Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in public speaking/group management.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation, and review

Status:	Approved	Control:	People and Culture
Approved by:	P&C Business Partner	Version:	2
Effective date	December 2024	Review date	December 2025