

Position Description
Strategic Properties Lead (POS2795)

Directorate Department	Office of the CEO Strategic Portfolio - Property
Reports to	Head of Property
Number of Direct Reports	None
Position Grade	Grade 16 35 hours week
Employment Type	Permanent Full-time
Primary Location	Civic Place
Date Approved	February 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

WORKING TOGETHER



COMMUNITY FOCUS



ACCOUNTABILITY



GROWTH & DEVELOPMENT



INNOVATION



Intent and Primary Purpose of the Position/s

This is a high-trust and responsible role measured by project performance. Its focus includes:

To advance the objectives of the Community Strategic Plan (CSP) providing high-level strategic support, analysis and project management advice on a broad range of property matters to the Head of Strategic Properties

To lead strategic property projects by developing and implementing a structured program of actions that supports the delivery of the CSP, using established project management methodologies.

To lead and deliver high-impact, cross-functional property projects that align with the organisation's strategic objectives and CSP, ensuring effective planning, execution, and stakeholder engagement.

Support the Head of Strategic Properties in optimising Council property use including but not limited to maximising space utilisation and exploring opportunities for revenue generation.

Support the Head of Strategic Properties to undertake property acquisitions, disposals, and lease management.

Support and assist in property risk management and compliance with regulations.

To assist the Head of Strategic Properties, prosecute the intent of 'Project 26' as it relates to Councils property assets.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Maintain the property portfolio for Council and its communities and all associated records	A contemporary management system is developed and maintained for councils' property assets allowing strategic decisions to be made on property management.
Undertake research and analysis on a broad range of local and national triggers that may impact Councils property portfolio providing a strategic response to Head of Strategic Properties	Evidence a knowledge base of contemporary global innovation and initiatives that can improve Councils property portfolio and presented to Council and Executive at agreed times.
Project manage strategic property deals in support of the CSP ensuring compliance to the Delivery Management Framework (DMF) and to the advantage of Councils ratepayers.	Demonstrates visible strategic leadership aligned with Council values and delivers to associated KPIs for the Office of the CEO. Deliver on time and on budget to project milestones all strategic property deliverables in support of a sustainable property management model and reported on quarterly.
Work with the Head of Strategic Properties to contribute to the development of and delivery of strategic goals as they relate to property projects aligned to the intent of Project '26	Evidence examples of how this role contributed to the wide strategic goals, outcomes and revenues for Council in each calendar year.
Assist the Head of Strategic Properties contribute to the advocacy of Councils property portfolio using all Directorates as a conduit and partner to strategic messaging	Evidence examples of property advocacy resulting in outcomes described in Project '26 and Councils wider property management reputation as achieved with all relevant stakeholders.
Deliver on time and on budget all strategic property deliverables in support of a sustainable property management model to the advantage of Councils ratepayers.	Evidenced examples of supporting the manager in the priority areas that may include maximising space utilisation, exploring opportunities for revenue generation, undertaking property acquisitions, disposals, and leasing.
Develop and maintain relationships with key real estate and development stakeholders to support and influence the delivery of Council's strategic priorities and promote collaboration and partnerships that enhance property project outcomes, advocacy efforts, and the broader reputation of Council.	Demonstrate effective stakeholder engagement through established partnerships and tangible project outcomes including innovations like Council as the Developer.

Decision Making Authority and Responsibilities

Decision Making	<ul style="list-style-type: none"> • Project Management decisions within delegation
WHS Responsibilities	<ul style="list-style-type: none"> • Project WHS responsibilities aligned with WHS SMS
ERM Responsibilities	<ul style="list-style-type: none"> • Project Risks on CAMMS are maintained by this role
Financial Delegation	<ul style="list-style-type: none"> • Allocated per project as applicable

Key Relationships

Who	Why
Head of Strategic Properties	<ul style="list-style-type: none"> • Property Portfolio Reporting • Operational Advice
Directors	<ul style="list-style-type: none"> • Property Portfolio Reporting where that reporting intersects with Directorates
Managers	<ul style="list-style-type: none"> • Strategic Project collaboration where that reporting intersects with Directorates

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:	<ul style="list-style-type: none"> • Qualifications, significant demonstrable experience and/or evidence of success, in one or more of the following: <ul style="list-style-type: none"> ✓ Project Management ✓ Local Government ✓ Real Estate • Experience in the efficient and effective use of property assets, such as maximising space utilisation and/or exploring opportunities for revenue generation. • Demonstrated understanding of the machinery of government and the operations of different levels of government • Proven ability in overseeing property acquisitions, disposals, leases, and licenses. Demonstrated ability to develop and maintain an extensive network of contacts across a range of stakeholder groups including residents, media, government, business and community groups. • Experience or evidenced understanding of property leasing, contracts and/or commercial agreements. • Project Management Professional (PMBOK or Prince2) • Experience in Finance, Risk and Compliance requirements of property management of a property portfolio
-------------------	--

Desirable

- Experience or an evidenced understanding in the local (Southwest Sydney) commercial property market
- Experience or an evidenced understanding of project budget management and the DMF requirements undertaken at Liverpool City Council; and
- Experience in its application or an evidenced understanding of the *Local Government Act 1993* in NSW relevant to the position.
- Qualification in Contract Management or similar appropriate and related areas of study
- Real Estate Agents Licence

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nouns/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.