



ASO5 Property & Assets Officer Strategic Infrastructure & Assets Unit

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Property & Assets Officer works in a dynamic team environment and provides property services supporting portfolio initiatives and fit for purpose accommodation and facilities, and high-quality data management supporting strategic asset planning across SAPOL's statewide portfolio.

The position is responsible for maintaining robust and accurate asset and financial data information sets, contributing to executive and corporate reporting, undertaking a range of property tasks supporting active property portfolio management, acquisition and disposal activities, input to strategic asset planning and analysis for uploading/redeveloping or constructing facilities to meet SAPOL's future needs, and to Strategic Plans and Frameworks.

The role supports coordination of agreements and documentation for site leases undertaken through Department for Infrastructure and Transport and undertakes minor accommodation/workstation relocation projects from time to time, including design, project

Service

Integrity

Leadership

Collaboration

Courage

Respect



coordination, budget development and tracking, and delivery according to end user requirements.

The Strategic Infrastructure & Assets Unit is within SAPOL’s Physical Asset Services Branch and provides support to SAPOL’s statewide portfolio of assets and capital investment initiatives through strategic infrastructure planning, timely property acquisition, repurposing, redevelopment and disposal activities, management of asset information data sets and support to a range of accommodation projects and initiatives as required.

PASB is comprised of seven units: Capital Projects Unit, Strategic Infrastructure & Assets Unit, Major Projects Unit, Contracts, Impound and Armoury Unit, Strategic Operations Section: Fleet & Stores, Facilities Management Unit and Business Unit.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check.
Location	The incumbent may be assigned to other duties at this remuneration level or equivalent.
Qualifications	Police Headquarters, 100 Angas Street Adelaide. However, there will be a requirement to work from various locations in the metropolitan area.
Out of Hours Work	N/A.
Travel	Some out of hours work may be required.
Performance Management	Some intrastate and interstate travel may be required.

Reporting / Working Relationships

The Property & Assets Officer reports to the Manager Strategic Infrastructure & Assets Unit and works in a highly interactive team environment and in close working partnership with other PASB teams, Project Managers, Senior Project Managers, Facilities Managers, Facilities Management Unit, Business Management Unit, and Finance and Procurement branches in SAPOL Business Service division.

The position is responsible for maintaining positive, productive and professional close working relationship with staff and managers across SAPOL, other Agencies and contractors. The position provides expertise, advice and high-quality customer service in relation to property & assets matters across SAPOL’s statewide portfolio.

KEY OUTCOMES

Contribute to the strategic planning, development, implementation and management of SAPOL’s property & assets, and strategic asset information requirements by:

- Contributing to the development of future asset strategy and accurate and robust asset, financial and operational information input into the Strategic Infrastructure Plan, Strategic

Asset Management Framework, business cases, briefings, reports, and other documents as required.

- Gathering and maintaining current and reliable asset information data sets including lifecycle information and forward planning for buildings / building fabric / plant & equipment and site infrastructure, land ownership and title information sets, occupied space data sets and current floorplans for portfolio accommodation, portfolio energy and sustainability metrics and costs, essential power and generator information.
- Undertaking research and analysis, including existing asset data sets and best practice benchmarks for future accommodation requirements, technical asset information, operational usage, financial data, forward projection data, sustainability initiatives and asset options to address emerging infrastructure issues relevant to Strategic Infrastructure planning or Strategic Asset Management Framework requirements.
- Developing and maintaining a current and accurate set of Strategic Property Information reports for the statewide asset portfolio combining asset data, financial expenditure, operational functionality and strategic requirements to support asset planning activities.
- Maintaining complete and reliable electronic information datasets for SAPOL asset information, including asset registers in compliance with PC114.
- Supporting property management, land and leasing activities, and redevelopment of SAPOL's facilities in line with government policies, including financial analysis, budget estimates, briefings, business case analysis, documentation coordination, investigations, and consultant procurement.
- Identifying and responding to any asset related requests, strategies or cases to support broader PASB initiatives and programs, to ensure timely resolution.
- Formulating robust budgets and estimates, obtaining budget, financial and procurement approvals for assigned activities and initiatives in line with Treasurer's Instructions and SAPOL financial and contractual delegations and procurement requirements.
- Assisting from time to time with the delivery of select minor works / accommodation projects– including to plan, initiate, manage, deliver, report on and review assigned projects in line with PASB project delivery processes and procedures.
 - Ensuring minor accommodation works projects are activated and progressed in accordance with financial delegations and approvals, utilising AGFMA whole of government contractual arrangements or other approved procurement processes.
 - Ensuring projects are delivered on time, on budget, with proactive management to ensure best practice outcomes, including delivery to agreed design specifications, meeting end user requirements, delivered to approved quality parameters, with effective risk identification and risk mitigation/management, and providing accurate and well documented project tracking and budget reporting.
 - Maintaining full electronic and physical records of minor works projects including retention of complete sets of final project documentation for practical completion, commissioning data, photographs, manuals, as-builts or other technical drawings.
- Ensuring consistency with relevant legislation and Whole of Government; accommodation directions, standards and policies, Government Office Accommodation policy and standards.
- Contributing actively to continuous improvement processes and practices, to drive improvements in SAPOL's physical assets portfolio, including developing and maintaining Standard Operating Procedures for the position and Unit activities where required.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated experience in commercial property, leasing, or land management activities in a large commercial or government portfolio, coordinating property activities, property agreements, engaging consultants, identifying and gaining regulatory, environmental, statutory or other approvals as required for a range of initiatives.
- Experience in coordinating, updating and managing large asset data information sets with strong attention to detail and accuracy with an outcome focus.
- Highly developed interpersonal skills, to interact with stakeholders at all levels and a high standard of customer service. Demonstrated ability to build and maintain positive and professional close working relationships.
- High quality verbal and written communication skills, proven ability to present clear, logical and concise reports, briefings, documenting objectives, analysis, options and recommendations to stakeholders, senior management and Executive with accurate information and data.
- Ability to manage low range minor works /project management skills with ability to lead and motivate project partners, identify and assess project risks, develop project management plans, and make informed decisions to achieve successful project delivery that meets end user requirements in fit for purpose accommodation compliant with work health safety and building code requirements.
- Effective analytical skills, ability to gather and interpret financial and asset related data, building floorplans and contract documents, and the ability to propose practical and cost-effective options and solutions.
- Demonstrated ability to work autonomously under limited supervision, and collaboratively as a member of a multi-skilled team ensuring positive and professional interactions, whilst demonstrating advanced time management and organisational skills with ability to establish priorities across a diverse range of tasks and meet tight deadlines.
- Interpersonal skills that foster a professional working environment, co-operation, collaboration and high-performance teamwork. Possession of an open communication style, positive attitude, and a high degree of personal integrity and credibility.
- Proven ability to display flexibility, adaptability and versatility of approach in order to meet changing requirements, take prompt action to solve problems, and to provide support to others in an environment of change.
- Ability to learn, understand and interpret relevant policies, procedures and legislation.
- Advanced skills in Microsoft software applications, database systems and in the preparation of reports, submissions, budgeting and financial information.

Desirable Characteristics

- Further education qualifications in property, project management, or related fields.
- Knowledge of legislation, policies, processes, practices and systems that impact upon Property acquisition, redevelopment and disposal initiatives and accommodation/fitout works in the South Australian Government.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.