



PROPERTY MANAGER

JOB & PERSON SPECIFICATION

JANUARY 2025

1 Position Details

Position Title:	Property Manager
Reports to:	General Counsel & Company Secretary

2 Position Purpose

To manage ANI's property portfolio and interests and fulfil ANI's role as owner and landlord of critical shipyard infrastructure and facilities in support of naval shipbuilding programs.

3 Duties and Responsibilities

- 3.1 Negotiation and finalisation of access arrangements (in conjunction with Legal) for the granting of access to ANI's infrastructure and facilities to Defence selected shipbuilding and sustainment contractors or other approved users (Tenants).
- 3.2 Liaison with Defence on the Infrastructure Master Schedule (IMS) governing the allocation of infrastructure and facilities to Tenants and implementing arrangements to meet the intent of the IMS.
- 3.3 Co-ordination and interaction with internal ANI departments to obtain relevant instruction and input facilitating the creation and finalisation of access agreements, including Finance, Facilities, Operations and Projects.
- 3.4 Management and administration of access agreements once in place including issuing of notices, initiation of amendments as required through the life of the agreements, and providing advice, education and guidance as required internally on ANI's obligations under the agreements.
- 3.5 Act as the primary ANI point of contact with all counterparties and internally in relation to the establishment of new, or implementation and administration of existing, access arrangements, including for all contractual and commercial matters (noting operational matters will be managed through the Facilities team).
- 3.6 Act as the commercial point of contact and manage commercial matters arising under ANI's tenancy arrangements for the occupancy of ANI's Adelaide office, including negotiation of any additional access arrangements (noting day-to-day facilities management and communications will be managed by the IDO Office Manager).
- 3.7 Provide commercial and co-ordination support as required with other relevant property related transactions.
- 3.8 Develop and maintain accurate and up-to date documentation and records of ANI's landholdings, ANI's tenancy arrangements and third-party access arrangements for efficient reference and compliance.

4 Qualifications, skills, experience and personal attributes

- 4.1 Australian citizenship and otherwise eligible to obtain any required security clearances required for a Defence related facility.
- 4.2 Evidence of depth of prior experience in a commercial property management environment.
- 4.3 Sound understanding of property management principles including typical landlord / tenant responsibilities.
- 4.4 Experienced negotiator and manager of commercial property agreements.
- 4.5 Superior written and verbal communication skills.
- 4.6 Solid experience in contract management and administration.
- 4.7 Qualification in a relevant field (eg. law, commerce, property management etc).



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.