



Chancery Office Bethany
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POSITION DESCRIPTION

Manager – Assets and Leasing

Department	Property Services
Reporting Line	Head of Property
Direct Reports	Facilities and Management Team
Key Stakeholders	<ul style="list-style-type: none"> • Bishop • Chancery Office • Ministries • Agencies • Service partners including diocesan organisations, local councils, state government bodies, industry groups & networks, lawyers, community service organisations, funding bodies and specialist organisations. • External contractors, service providers, tenants & utility providers • Diocesan Property Council • Diocesan Finance Council • Diocesan Development Fund, Institute for Mission, The Tribunal of the Catholic Church and Holy Spirit Seminary staff • Local Clergy & Parishes
Employment Type	Permanent Full Time
Location	Parramatta
Employment Conditions	Award-Free

ROLE PURPOSE

The primary purpose of this position is to oversee the day-to-day management and financial reporting for the Diocesan asset portfolio. It also involves assisting in the management of external service providers associated with the asset management function. The role encompasses a variety of tasks, including property inspections, lease administration, tenant monitoring, property records management, portfolio performance monitoring, coordination of maintenance planning, property management activities across various asset classes, conducting agent reviews, and providing support for internal stakeholders.

Catholic Identity and Mission

As an employee with the Diocese of Parramatta, it is expected that in this role you will be supportive of and promote the mission and vision of the Catholic Church, including participating in staff liturgical and formation opportunities. Additionally, it is expected that during the course of your work, you will promote and be driven by the Chancery values of Collaborate, Respect, Celebrate and Strive.



The Parramatta Way of Safeguarding is to...



Act with Justice, and state that we have a zero tolerance for any form of abuse or harm to children or any person

Act with justice and ensure that laws and obligations are upheld, and safety is paramount

And it is to

Love tenderly, as we accept all who come to the Diocese of Parramatta from all walks of life, cultures, and abilities

Love tenderly, as we accept any person for who they are and where they are at in their lives

Love tenderly, as we look after and prioritise children and care for those who may be in a difficult situation or at risk of harm for whatever reason

Love tenderly, as we are servants of the Church, and our role is to walk beside you and support you

And acknowledge

The traditional custodians of the land in which the Diocese of Parramatta sits - the Darug and Gundungurra people

The lifelong trauma of abuse victims and those failures of the Church to protect children and all adults at risk

The diversity of many cultural groups that reside in Parramatta creating a kaleidoscope of diversity and beliefs that are valued and respected

And celebrate the talents and gifts of the community and families of all abilities

And promote

The principles of Catholic social teaching of dignity, respect, association, participation, support for the vulnerable, solidarity, stewardship, subsidiarity, equality and the principle of the common good.

*"This is what the Lord asks of you: only this, to act justly, to love tenderly and to walk humbly with your God."
(Micah 6:8)*

