



## Position Description – Property Analyst

### Position Details

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<b>Position Title:</b>	Property Analyst
<b>College/Portfolio:</b>	Operations
<b>School/Group:</b>	Property Services
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	2 Year Fixed Term
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## College/Portfolio/Group

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Property Services has approximately 90 staff and has responsibility for the operation, maintenance, utilisation and enhancement of buildings owned and leased by RMIT University. Property Services oversees construction projects and ensures the provision of physical facilities services. The Group has an operating budget of in excess of \$73m and current capital projects are significant. RMIT's built environment involves approximately 124 buildings spread across all of RMIT's campuses and sites. The capital stock of the University is diverse and valued at approximately \$2 billion and includes heritage and other classifications.

Property Services (PSG) consists of the following areas:

- Portfolio Management
- Campus Planning Services
- Facilities and Asset Management
- Capital Works
- Development Management
- Property Operations

## Position Summary

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Reporting into the Director – Development, the Property Analyst is responsible for the instruction and critical review of property valuations, feasibilities, rent assessments and other analytics for RMIT's property portfolio.

This position requires strong technical skills including valuations, property economics, finance and strong market knowledge.

## Reporting Line

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Reports to: Director - Development

Direct reports: Nil

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

**Key Accountabilities**

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- Assist in the selection of valuers for matters impacting the RMIT property portfolio.
- Instruct and critically review external valuations, rent assessments and feasibilities.
- Develop, sensitivity test and analyse financial models.
- Undertake relevant property due diligence and prepare acquisition (transaction) models.
- Summarise analytics cohesively, concisely and with a high degree of accuracy.
- Undertake general property market research and data compilation.
- Build and maintain various databases and registers.
- Maintain knowledge of relevant real estate markets.

**Key Selection Criteria**

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1. Ideally qualified and API registered valuer.
2. 3-5 years' relevant experience in an analytical role in the commercial real estate sector - either in-house, agency-side or in an external advisory / consulting capacity.
3. Proficiency in property valuation / modelling software.
4. Intermediate to advanced Microsoft Office Skills (particularly Excel).
5. Excellent report writing skills.
6. Attention to detail and accuracy in valuation/ financial modelling and report writing.
7. Strong interpersonal, verbal, and written communication skills.
8. Able to manage multiple priorities and meet deadlines.
9. Self-motivation with a positive attitude and professional manner.

**Qualifications**

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Relevant tertiary qualification or certificate, together with relevant industry experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Louise Tozer Title: Acting Director Development Date:	<b>Approved:</b>	Signature: Name: Elise Cockerill Title: Executive Director Property Services Date:
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