

Position Description

POSITION	Leasing Coordinator	
REPORTS TO	Legal Counsel	
DIRECTORATE	GM	
BRANCH	Legal Services	
CLASSIFICATION	Grade 9	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Residents and ratepayers Community Groups Non-profit organisations Council Committees Government Departments Commercial enterprises Tenants and Licence holders

Position Objective

To provide support and legislative guidance to asset managers for lease and licence activities, and coordinate and ensure sound governance and administration of Council's lease and licence activities.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Liaise with asset managers and other stakeholders in relation to lease and licence activities for council owned and managed land, building and facilities.

Operations Management

- Provide support and legislative advice to asset managers in relation to leasing and licensing council land, buildings, and other assets in their control.
- Co-ordinate Council's lease and licence functions to ensure the sound governance and administration of Council's lease and licence activities.
- Prepare and provide regular lease and license status updates, and reports to asset managers, Directors, and Council.
- Co-ordinate and maintain Council's lease and licence database.
- Prepare routine correspondence, briefing documents, and other written material in relation to the lease and licence activities.
- Develop, review and implement lease and licence policies, procedures, and guidelines.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Contribute to, and assist the manager in, the preparation, monitoring, and implementation of the Governance Services budget.
- Ensure activities operate within budget constraints.

Human Resource Management

- Ensure effective and equitable application of human resources policies and procedures.
- Promote and lead the team to create a high morale, team oriented, customer-focused environment.
- Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.
- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.
- Report all risks, hazards, incidents and injuries immediately to Manager.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Tertiary qualification in Law or Business or similar or substantial progression towards completion, or equivalent transferable experience.
- Graduate degree in Law or similar will be highly regarded.

Experience

- Demonstrated extensive experience in preparing and administering leasing and licensing agreements.
- Demonstrated achievements in leading a team to deliver strategic, operational and continuous improvement outcomes.

Knowledge

- Demonstrated knowledge of contract law and contemporary issues relevant to leasing and licensing contracts.
- Demonstrated knowledge of relevant legislation including Local Government Act, Crown Lands Act, Conveyancing Act, Retail Leases Act, and the Real Property Act or demonstrated ability to rapidly acquire such knowledge.
- Knowledge of Work Health and Safety practices, principals of Equal Employment Opportunity, ethical practice and multi-cultural diversity.

Competencies

Demonstrated ability to:

- Set goals and priorities, rank and allocate time, and meet deadlines.
- Analyse complex information and legislation, engage in creative problem solving; and provide and support innovative solutions and recommendations in a complex legislative environment.
- Expertly utilise computer applications such as Microsoft Word, Excel, and Outlook; and to store and retrieve data in a windows environment.
- Provide excellent customer service and engage and manage internal and external stakeholders.
- Deal with people in difficult situations, conciliating conflicts, negotiating agreeable outcomes, and building positive working relationships.
- Work in a team environment.
- Use initiative and work independently.
- Articulate complex ideas succinctly and clearly.

Selection Criteria

Essential Criteria

- Tertiary qualifications in Law or Business, or substantial progression towards completion, or; or transferable equivalent experience.
- Demonstrated experience preparing and administering leasing and licensing agreements.
- Highly developed organisational skills, with the proven ability to respond to changing priorities.
- Demonstrated ability to analyse complex legislation and information; engage in creative problem solving; and provide and support innovative solutions and recommendations in a complex legislative environment.
- Highly developed oral and written communications skills, with the ability to articulate complex ideas succinctly.
- Demonstrated knowledge of contract law and contemporary issues relevant to leasing and licensing contracts.
- Knowledge of relevant legislation including Local Government Act, Crown Lands Act, Conveyancing Act, Retail Leases Act, and the Real Property Act or demonstrated ability to rapidly acquire such knowledge.
- Demonstrated ability with the Microsoft suite of software and ability to store and retrieve data in a windows environment.
- Demonstrated ability to work both as part of a team and independently.
- Demonstrated commitment to customer service, with effective interpersonal skills to deal with people in difficult situations.
- Demonstrated commitment to Work Health & Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current Driver's Licence.

Preferred Criteria

- Graduate degree in Law, or similar.
- Demonstrated commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Legal Counsel

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐