



POSITION DESCRIPTION

Position Title	Property Leasing & Transaction Officer
Position Number	SPCC58
Grade	Grade 11
Reports To	Property Leasing & Transaction Coordinator
Division	Finance & Governance
Hours	70 per fortnight
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	Nil

Position Purpose

The role of the Property Leasing & Transaction Officer is to provide professional and expert support to the Property Leasing & Transaction Coordinator and Property Transaction Team, by delivering expert property services. This includes, but is not limited to, assisting with the diligent management of Council's property portfolio, effective and efficient property portfolio services to the organisation and the community including processing property transactions for Council's property portfolio and a central point for the coordination of Council's leasing and licensing arrangements.

1. Selection Criteria

Essential Criteria:

- 1.1 Relevant tertiary qualifications in property, land economics, business, commerce or related discipline and/or a minimum of 5 years' experience in property management.
- 1.2 Significant experience in the management of leases/licenses arrangements or similar.
- 1.3 Understanding of the legal framework in developing lease/license agreements.
- 1.4 Knowledge in the preparation of lease/license agreements.
- 1.5 Practical experience using negotiation skills.
- 1.6 Familiarity with Microsoft Office and Project software packages.
- 1.7 Class C Driver's Licence.
- 1.8 Ability to meet deadlines and manage multiple projects with limited resources.

1.9 Proactive approach to problem-solving with strong decision-making capabilities.

1.10 Superior communication skills including effective report writing, presentations, facilitation, public relations and conflict resolutions skills.

Desirable Criteria:

1.11 Working understanding of Local Government Act 1993 and other relevant legislation including Crown Lands Act.

1.12 Previous experience with Local Government real estate transactions including, but not limited to, road closures, land transfers, easements and rights of way.

1.13 Valuation experience/ qualifications.

1.14 Knowledge and understanding of computer based property management databases, mapping and document management systems (e.g. TRIM, TechOne).

2. Key Relationships

Work closely with the Property Leasing & Transaction Coordinator, Property Transactions Team, Property Development Team and Executive Manager Corporate Services.

3. Principal Responsibilities

3.1 Challenges/Problem Solving

The key challenges faced by the position in undertaking the required duties include:

- Coordinate Councils leasing/licensing function, which involves liaising with, lessees/licensees and service providers to ensure that Council's obligations are met and establish maintaining appropriate and complete records and database that compliments and is compatible with overall asset management system.
- Implement the standardisation of lease documents (in conjunction with Council's legal advisors) to ensure their consistency and timely execution and proactively reviewing Councils procedures with respect to leasing and licensing arrangements to ensure continuous improvement.
- Liaise with industry professionals, consultants and Council's solicitors under the direction of the Property Leasing & Transaction Coordinator.
- Prepare consultant briefs, reports, internal memos, external letters, and make recommendations as required with respect to property matters.
- The span of activity involves most facets the property portfolio and covers activities associated with leasing and licencing of property, outdoor dining, easement transfer, road closures and associated routines.
- It is necessary for the incumbent to have knowledge of Statutory Regulations and Acts with respect to land, easements, sales and acquisitions, leases and licenses and road closures to ensure Council's obligations are met.

3.2 Decision Making

- The Property Leasing & Transaction Officer makes decisions based on Council, legal and industry standards which involve the management of competing priorities and technical issues. This may involve the review of current practices. Matters which have a significant long term effect on Council would be discussed with the Property Leasing & Transaction Coordinator and may require formal approval of the General Manager and/or full Council.
- The position provides a service essential to managing Council's property, leasing/licensing arrangements. Advice is given and decisions are made on the basis of property management knowledge and experience within clearly defined agreed timeframes.

3.3 Communication

- The position will require both superior oral and written communication skills. The majority of communications will occur with Council officers, lessees/licensees, consultants, statutory bodies and service providers. It is anticipated that communication will be aimed at discussing and making recommendations with the implementation of agreements, resolving disagreements and to develop/implement new systems and procedures, consult, advise and coordinate activities.
- The incumbent will be required to efficiently analyse and present complex issues clearly and credibly to Council its staff and customers.

3.4 Key Accountabilities

- Follow policies, procedures and practices to ensure that all specifications inviting Expressions of Interest in the lease/licensing of Council owned properties (new and existing) are complete, consistent and adequately protects Council's interest.
- Oversee all Council's leasing/licensing arrangements to ensure compliance by Council, Lessees/licensees and service providers. Produce periodic inspection reports with identified actions to enforce leasing/licensing arrangements.
- Maintain property management database that compliments and is compatible with overall asset management systems and ensure approved terms and conditions of the leasing/licensing arrangements are in place and, if not, take appropriate action to ensure compliance with agreement.
- Review database systems, policies, procedures and practices against industry and statutory benchmarks then develop update as necessary and act as a referral point for changes to lease/license arrangements and, if required, seek legal advice regarding arrangements. Liaise with lessees/licensees regarding agreements.
- Provide a central reference point to contribute input for new lease/license arrangements and oversee documentation to ensure that it meets satisfactory standards.
- Liaise with Property Leasing & Transaction Coordinator with regard to leasing/licensing arrangements.
- Provide timely specialist professional advice on property matters including such matters that relate to the formulation of Councils Strategic Plan/Corporate Plan.

- Coordinate external consultants and advise internal teams for special projects to ensure that objectives are achieved.
- Prepare consultant briefs, expression of interest/tender documents, evaluate submissions and select successful applicant for property related services and make recommendations to Property Leasing & Transaction Coordinator.
- Prepare accurate reports to Council on specific matters relating to the management of Council's property portfolio as required.

4. Risk Management

Worker Risk Responsibilities

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

5. Work Health Safety

Worker WHS Responsibilities

- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
- Participate and assist in achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace.
- Attend all relevant safety training and information sessions provided.

6. Energy & Water Commitment Statement

Employees Responsibilities

Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

7. Child Related Position

Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

8. Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

9. Organisational Values

Staff at all times are required to model Councils values, play a role in raising the profile of these values and associated behaviours across the organisation, including a positive contribution to workplace harmony and displaying cooperative team behaviour.



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

10. Signatories

I agree this position description accurately reflects the duties and responsibilities of my role and that I will demonstrate commitment to organisational values at all times.

Name:

Sign:

Date:

Managers Name:

Sign:

Date: