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| **Title** | Leasing and Projects Officer |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Directorate/Unit/Section** | Community and Recreation Services / Community and Culture / Events and Placemaking |
| **Reports to** | Section Manager Events and Placemaking |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthen and support the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Leasing and Projects Officer is responsible for managing projects and leasing functions for identified Town Centres and assets. The position of Leasing and Projects Officer is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Manage the end-to-end lease administration process for identified Town Centres;
* Facilitate research and investigation into leasing, tenancy and development opportunities including the identification and recommendation of developed/undeveloped land or facilities for commercial or community use, with alignment to income generation and social responsibility to provide affordable leases/licences for the benefit of the broader community;
* Direct responsibility for management and delivery of a wide range of projects including delivery of project feasibility, estimates, investigation and design services;
* Manage end to end contract and project administration services including development of contract specification briefs, tendering, tender evaluation, management of contractors and/or consultants, project handover and defects liability management;
* Positively contribute to and manage stakeholder engagement for leasing projects and contract requirements including community groups and local businesses to ensure Council objectives are delivered;

# Plan, develop and implement programs and projects associated with relevant assets to ensure strategic economic and community outcomes are delivered;

# Ensure relevant assets are managed and maintained in accordance with approved budgets and asset management strategies, plans and schedules including the accurate and timely management of requests for service as required;

# Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Policy and procedures are readily available but the Leasing and Projects Officer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
* Decisions made by the Leasing and Projects Officer affect the work and activities of others within the section or from a specific project team;
* The work of the Leasing and Projects Officer influences the external environment by ensuring services are consistent with Council standards;
* The Leasing and Projects Officer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee’s acts or omissions;
* Identifies requirements as an input to budget development;
* Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

# Personal Attributes

* Be adaptable, flexible and focused when dealing with change;
* Represent Council honestly, ethically, professionally and lead by example;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
* Be responsive to the input of others and works to understand their perspectives.

**Interpersonal Skills**

* Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
* Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers’ needs;
* Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

**Business Enablers and Technical Skills**

* Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Understand delegations and act within authority levels;
* Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
* Support system improvement initiatives and embrace new technologies;
* Purchase under delegation and comply with procedures;
* Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

**Team Work**

* Recognise and acknowledge individual/ team performance;
* Monitor and use resources responsibly to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

**QUALIFICATIONS**

**Essential**

* Certificate IV qualification in Construction Management/Project Management/Property Management OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
* Current Class C Driver’s Licence;

**EXPERIENCE**

**Essential**

* Demonstrated experience working in a similar role for a medium to large sized organisation;
* Effective interpersonal, communication and negotiation skills, including the ability to persuade stakeholders on matters relating to key areas of responsibility;
* Demonstrated extensive experience in the coordination and successful implementation of projects and contracts for the delivery of asset upgrades and capital works;
* Demonstrated experience working with established procedures and systems as part of a multi-skilled team, including the ability to plan and prioritise multiple projects whilst consistently meeting agreed deadlines;
* Ability to work in an environment of constant interruption and frequent dealings with difficult/public customer relations, ensuring quality outcomes and performance;
* Proven ability to assess, interpret and judge information or situations, and formulate recommendations, provide specialist advice or deliver a service, based on the findings;
* Strong problem solving skills and a demonstrated ability to effectively adjust plans and schedules.

**Desirable**

* Local Government experience.

Key Relationships

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| Internal | External |
| Unit Managers | Members of the Public/residents/ratepayers |
| Section Managers/Team Leaders | Commercial/industrial/development representatives (e.g. Vendors, builders, clients) |
| Other Council employees (not including direct reports) | Consultants, solicitors and other professionals |
|  | Business community |