

Position Description

Title: Commercial Assets Officer (Position 5297)	Award Classification: Band 3, Level 1
Department: Commercial Business	Salary Classification: Grade 5
Tenure: Permanent Full Time	FTE: 1

Context:

The Commercial Assets Officer operates in an environment that is subject to regulatory and other compliant change within the Commercial Business sector. In particular, the activities of Councils Commercial Property & Facilities Portfolio

Working within the Commercial Property & Facilities section, the incumbent needs to form constructive and productive relationships within and externally to Council, including the Managers, Directors and other sectional units, general public and business owners to make sure that the section obligations and reporting is done in a timely manner.

The incumbent is expected to contribute openly and constructively as part of a member of the Commercial Business team of Council.

Role Purpose:

The management & performance management of Council's Aerodrome, Saleyards Complex and five Holiday Parks, including operational leases, management contracts, marketing & promotion of commercial assets together with the management of Council's other property assets in an efficient and effective way.

Key Accountabilities:

- Management of Council's Aerodrome, Saleyards Complex and five Holiday Parks, including operational leases, management processes and service contracts
- Creation of specific tender/contract documentation, together with tender assessment and management of outsourced service activities as required
- Ensure regulatory compliance is achieved always for the Commercial Assets Portfolio
- Development and management of assigned projects to assist in aligning Council's strategic goals with achieved outcomes
- Creation of Council reports in relation to the Commercial Assets Portfolio as and when necessary

- Be responsible for the annual \$5,500,000 Commercial Assets Operational & Capital works Budget, inclusive of all financial reporting.
- Ensure KPIs are met in relation to the service delivery requirements of the portfolio and its lessees
- Prepare & undertake marketing & promotion initiatives in association with the portfolio users & Lessees
- Ability to determine & implement improvement initiatives to maximise usage at the commercial assets
- Ability to provide good business acumen in securing financial return for the Commercial Assets Portfolio
- Implement Project Management services for Commercial Business Assets portfolio for individual projects up to \$1,000,000
- Provision of expert Contract Management services for the Commercial Business Assets portfolio
- Investigation and reporting of other technical services matters relating to the portfolio
- Contribute to efficient service delivery and service improvement of the Unit and Department
- Provide expert technical input and advice for community engagement purposes
- Participate in on-call roster for weekend, public holiday and after hours on-call duties
- Provide the Manager Commercial Business & Coordinator Commercial Property & Facilities and other members of Council with sound, timely and accurate advice
- Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
- Assist in achieving outputs, performance measures and objectives of the section, Department and Council.
- Ensure all allocated correspondence and work orders are processed in accordance with Council performance targets.
- Ensuring compliance with relevant Council Policies
- Promoting high levels of Customer Service
- Performing other reasonable duties as directed by the Manager Commercial Business or their delegate

Core Competencies:

- Diploma or Degree in Business Management qualifications or significant experience and demonstrated ability in project and/or contract management and administration
- Qualifications (ARO Certificate) and/or demonstrated knowledge, ability and skills in aerodrome operation and control, including all associated legislation, codes, guidelines and Standards
- Qualifications and/or demonstrated knowledge, ability and skills in Saleyards management, including all associated legislation, codes, guidelines and Standards

- Qualifications and/or demonstrated knowledge, ability and skills in the holiday park and relocatable home industry, including all associated legislation, codes, guidelines and Standards
- Experience in Marketing & Promotion
- Extensive experience in the management and coordination of minor to medium infrastructure works up to the value of \$1,000,000 and associated service delivery.
- Compile & prepare correspondence to engage and respond to consultants, Architects, contractors, developers and/or residents when required under the duties of the position
- Demonstrated strong computing skills encompassing spreadsheet, word processing, database.
- Experience in Budget management & monitoring
- Demonstrated familiarity and ability with Geographical Information Systems (Council is currently utilising the MapInfo software platform)
- Compile & implement technical writing and design documentation
- Sound facilitation, conflict management, negotiation and problem-solving skills.
- Ability to multi-task within a complex and broad portfolio of responsibilities.
- Developed interpersonal skills including the proven ability to liaise effectively with and provide high quality customer service to a diverse range of people in a professional manner while maintaining confidentiality and discretion.
- Hold a current NSW General Construction Induction Training Card (White Card)
- Hold and maintain a current NSW Driver's licence

Supervision Received:

This role reports to the Coordinator Commercial Properties and Facilities.

Supervision Exercised:

The following roles report to the Commercial Assets Officer:

- Commercial Assets Maintenance Officer



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our community to build an
inspired, connected
Macleay Valley”**

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date