



Commercial Property Officer

Section: Community Services

Salary point: 13

Position number: PSC274

Last updated: 20 November 2024

Position objectives

To provide a high level of professional service to Council and the community by efficient management and administration of Councils Commercial leases and licences and maximise recurring income with quality outcomes for Council.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Lease advice and support to external and internal stakeholders
- Negotiation, preparation and administration of leases and licences – Commercial and Retail leases
- Maintain and ensure data integrity of Council's commercial property management software ProgenNET or other
- Administration and reconciliation of lease accounts for Councils Commercial Property Portfolio
- Provide administrative support to The Property Manager & The Property & Facilities Coordinator for the end to end management of Councils Commercial Property Portfolio
- Continuous improvement of leasing procedures including documenting and maintaining procedures for ProgenNET

- Collaborate with The Property Manager in undertaking property inspections, arranging maintenance works, advertising/marketing or other as required

Key accountabilities

- To provide professional support and co-ordination to enable a wide range of projects and administration to be completed in partnership with internal and external stakeholders, suppliers and customers
- Complete tasks requiring specialised technical/administrative skills
- Focus clearly on providing and maintaining professional business relationships with clients and key stakeholder

Extent of authority

Tasks are performed under the direction of the Property Manager and the general direction of the Property & Facilities Coordinator. Decisions are generally made within the scope of existing legislative requirements procedures and guidelines.

Judgement and decision making

- This role is regularly required to review, change and improve the efficiency and effectiveness of Council's Commercial Property Portfolio
- A variety of alternatives must be analysed before choices can be made and there is a regular requirement for problem solving. Research and analysis must be undertaken as a fundamental approach to major projects
- Requirement to operate and make decisions on defined projects with self-direction and little supervision

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Demonstrated commitment to work and improve in a team environment to achieve team objectives
- Demonstrated commitment to Business Excellence

Interpersonal

- Communication is required at the level necessary to convince and obtain co-operation from others and exchange information at a technical level. This is done to reach agreement on overall plans or schedules or to gain co-operation or participation in an activity
- Demonstrated ability to communicate clearly with people from all levels of the organisation and external stakeholders
- Demonstrated ability to work as part of a team and to provide quality outcomes to a range of customers
- Demonstrated ability to multi task and operate in autonomous high volume work environments

Qualifications and experience

- The position requires the knowledge and skills to understand and apply the functions, methods, structures and operations of the work area
- Tertiary qualifications in a property or commerce related discipline or extensive experience in property management within a specialist real estate; public authority or local government environment
- Sound working knowledge of Occupational Health & Safety
- Advanced computer skills
- Comprehensive knowledge and demonstrated experience in administration and management of property systems
- Comprehensive knowledge of and demonstrated practical experience in the application of:
 - Local Government Act
 - Crown lands Act
 - Real Property Act
 - Conveyancing Act
 - Retail Leases Act
 - Residential Tenancies Act

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none">• Manage self• Displays resilience and adaptability• Act with integrity• Demonstrate accountability	<ul style="list-style-type: none">• Communicate and engage• Community and customer focus• Work collaboratively• Influence and negotiate	<ul style="list-style-type: none">• Plan and prioritise• Think and solve problems• Create and innovate• Deliver results	<ul style="list-style-type: none">• Finance• Assets and tools• Technology and information• Procurement and contracts

Position description approval

Employee Date