

# Leasing and Acquisitions Manager

## Leasing and Acquisitions

### Position Details

<b>Classification</b>	DHA Level 5
<b>Business area</b>	Provisioning Group
<b>Supervisor</b>	Leasing and Acquisitions Operations Manager
<b>Location</b>	Townsville QLD, Brisbane QLD
<b>Position status</b>	Full Time, standard hours
<b>Security clearance</b>	Baseline

### OUR ORGANISATION

Do you want a role supporting our defence personnel? Defence Housing Australia is a Government Business Enterprise providing housing and related services to Australia's defence personnel, and their families. At approximately 17,000 properties Australia wide, our housing portfolio is one of Australia's largest.

We take pride in serving those who protect Australia and our way of life. We are a motivated and professional organisation, welcoming people from diverse backgrounds with both private and public sector experience. We strive to continually look for innovative ways to improve and deliver services to best meet the needs of our customers. We are committed to creating vibrant and healthy workplaces and encourage you to embrace our purpose and join our team. Together we are building an inclusive culture that encourages and supports equal opportunity and celebrates the diverse voices of our employees and the communities we operate in.

### ABOUT YOUR TEAM

The Provisioning function within Defence Housing Australia is responsible for the delivery of Acquisitions, Leasing, Disposals, Marketing and Strategic Provisioning initiatives. The Leasing and Acquisitions Team is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, as well as management of all lease agreements including extensions, new contracts and end of lease processes across the national portfolio of properties.

### YOUR CONTRIBUTION

In this role, you will deliver the annual leasing and acquisition programs in accordance with the approved capital plan for specified regions. You will be responsible for identifying and provisioning housing that meets the required standards for Defence members and their families and other Government agencies.

You will monitor performance, prepare regular reports and provide expert advice on DHA and Defence policy, DHA Lease Agreements, acquisition contracts as well as all aspects of the real estate market in your region to internal and external stakeholders.

You will be self-motivated and be required to work under limited direction. Reporting to the Operations Manager and under direction and guidance from the Senior Leasing and Acquisitions Manager, you will be responsible for ensuring the strategic plan for your region is delivered and that all lease and contractual requirements and key performance

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indicators (KPIs) are met. You will work as part of a team to deliver high quality customer service outcomes to all stakeholders.

You will have the following skills to be successful in this role:

- Professional experience in the local residential property market or development industry.
- In-depth contract and lease management experience within the residential property industry and ability to deliver business outcomes.
- Proven ability to manage and resolve enquiries with a problem-solving, customer-oriented approach.
- Exceptional data management and reporting skills.
- Exceptional oral, written and negotiation communication skills with the ability to build and maintain positive working relationships with both internal and external staff and stakeholders.
- Proven high level organisational, analytical, problem solving and decision making skills together with sound judgement and attention to detail.
- Experience in managing asset-based decisions to maximise commercial outcomes.
- The ability to effectively and autonomously manage priorities, organise workloads and meet challenging deadlines.
- Demonstrated ability to be innovative, show initiative and provide sound business solutions to identified issues.

### WHAT WE ARE LOOKING FOR

Appointments in the Australian Public Service are merit-based. We will assess your suitability by looking at what you have done previously – the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

For this role, we will consider how well you can:

- Utilise your professional experience in the local residential property market or development industry
- Conduct property inspections, identify and quantify property suitability, risks and manage and coordinate compliancy works providing input to the appropriate stakeholders.
- Engage with stakeholders, negotiate and manage others' expectations, as well as effectively communicate both verbally and in writing to a diverse audience.
- Exercise your sound judgement, attention to detail, and analytical skills to solve problems
- Use your initiative and ability to effectively and autonomously manage priorities, organise workloads and meet challenging deadlines
- Achieve provisioning targets locally and contribute nationally to the delivery of targets as per the Capital Program.
- Evaluate, implement and provide expert advice on leasing and acquisitions provisioning requirements and be accountable for developing plans and contributing to strategic planning for longer term initiatives.
- Maintain a strong knowledge of all aspects of the real estate market, evaluate factors including risk, commercial return, maintenance liability and strategic impact in alignment with the regional portfolio plan. Develop business plans to monitor and report on performance.
- Monitor and manage data quality including reporting and rectification.
- Manage complex enquiries in accordance with policy and legislative guidelines, provide accurate advice on agreements and contracts to internal and external stakeholders and actively develop and maintain working relationships across the organisation that are effective and collaborative

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## CONDITIONS AND BENEFITS OF THE ROLE

It is an essential qualification and requirement of the position that the occupant holds and maintains a valid driver's. This is a full-time position. DHA's core business hours are between 8.30am and 5.00pm Monday to Friday. DHA operates under flexible working hours and staff may be required to work outside core business hours at times. Your employment experience with DHA will include work-life balance and flexible working options, competitive salary and benefits (including 15.4% superannuation contributions by DHA), generous leave entitlements, career progression opportunities and a diverse range of interesting projects in a high performing and collaborative work environment.

## HOW TO APPLY

Considering the information above, please use 500 words to explain how your skills, experience and knowledge are relevant to the role and describe the contribution you can make to DHA. This will give us an idea of your writing and comprehension ability, as well as your understanding of the role.

To give you the best chance of winning the role, we recommend you read the **Australian Public Service Commission's Cracking the Code** guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's **Integrated Leadership System** at this role's level.