

Position Description

Position Title:	Property and Leasing Officer
Classification:	Band 6
Business Unit:	Legal, Risk and Governance
Reports to:	Coordinator Property and Leasing
Status:	Full Time
Approved by:	Director Customer and Corporate Affairs
Reviewed:	May 2025

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

Organisational Structure

Glen Eira City Council's structure comprises four Directorates. These are:

- Sustainability, Assets and Leisure

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- Planning and Place
- Customer and Corporate Affairs; and
- Community Wellbeing.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

About the Customer and Corporate Affairs Directorate

The Directorate provides leadership, direction and support from the following key Departments:

- Legal, Risk and Governance
- Digital and Technology Services
- Organisational Strategy
- Public Affairs
- Customer Experience

About the Legal, Risk and Governance Department

There are four teams within the Department being:

- Risk Management
- Legal and Governance
- Property and Leasing
- Councillor Business

The Legal, Risk and Governance department provides Council with expert support, advice and guidance across the legal, risk and governance portfolio.

The department protects the interests of Council and the community to the greatest extent possible through providing timely, accurate and effective legal and risk and governance oversight and advice. The Department develops and maintains the frameworks and mechanisms to support good governance and legislative compliance in the management of Council business. It also ensures strong oversight and administration of Council's leasing and licensing portfolio. The department is responsible for providing advice on a wide range of matters affecting the organisation including compliance with the Local Government Act obligations and other legislative obligations including Freedom of Information, Privacy and Protected Disclosures.

3. Position Purpose and Background

Council has a diverse property portfolio consisting of Council owned land and where Council is the appointed Committee of Management of Crown land. Council is also a tenant of various land and property sites.

The Property and Leasing team consists of two officers, a Coordinator and a Property and Leasing Officer, responsible for the effective provision of property management services for Council's property and leasing portfolio. Council is landlord to over 90 tenants, both community and commercial, and is tenant at over 20 sites. The team acts as custodian of Council's land and building assets.

4. Business Relationships

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Reports to	Coordinator Property & Leasing
Supervises	None
Internal	<p><u>Sustainability, Assets and Leisure Directorate, including but not limited to:</u> Building Maintenance and Operations staff Infrastructure Planning staff; Developments staff Traffic Engineering staff; Infrastructure Renewal staff Major Projects staff; Recreation Development staff Asset Management staff; Works Depot staff</p> <p><u>Planning and Place Directorate, including but not limited to:</u> Strategic Property Management team City Futures team Strategy and Place Planning team; Urban Planning team Planning and Building Services Civic Compliance team</p> <p><u>Community Wellbeing Directorate, including but not limited to:</u> Family, Youth and Children's Services team Community and Economic Development team Aged Care and Independent Living team</p> <p><u>Customer and Corporate Affairs directorate, including but not limited to:</u> Customer Experience Public Affairs</p> <p><u>Other:</u> Rates and Valuations team</p>
External	Tenants Community and Sporting Groups Contractors Council's solicitors Real Estate Agents, including Buyers Advocates Valuers Government Authorities Other

5. Key Responsibilities

- Day to day management of Council's lease and licence portfolio including direct responsibility for:
 - Negotiation and preparation of commercial and community licences, including pre-licence Condition Audits and any other pre Commencement requirements;
 - Rental invoicing and collection;
 - Licence renewals.
- Act as Council's landlord with responsibilities including but not limited to:

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- Lead Council's Lease and licence annual inspection program, including follow up of non-compliance or issues as identified and monitor the condition of leased or licensed property from an asset management/risk perspective.
- Consider, assess and authorise/refuse requests for landlord consent by Council tenants, as per Council's lease and/or licence agreements.
- Oversee and manage Council's Lease Register to ensure it is UpToDate and compliant.
- Where required, assist the Coordinator Property and Leasing in the negotiation of and preparation of new leases, as landlord or tenant.
- In partnership with the Coordinator Property and Leasing review and develop key property policies in line with statutory requirements, policy renewals or where improvements are identified.
- In partnership with the Coordinator Property and Leasing manage the discontinuance and disposal of Council's rights of way and reserves in line with Council policy and Local Government Act requirements, including responding to customer queries and processing discontinuance and sale transactions.
- Triage and consider Adverse Possession claims against Council land and provide recommendations to the Coordinator Property Management.
- Provide technical property advice to internal and external stakeholders within extent of authority and privacy guidelines, including carrying out and interpreting of title searches for both Council owned and third-party property, including roads and reserves.
- Assist in ad-hoc property transactions including but not limited to purchase of Council land, development of section 173 agreements and administrative requirements where Council is the tenant.
- In collaboration with the relevant business unit, manage Council's Expression of Interest process to identify and secure new tenants for Council properties. This includes preparation of the specification, advertising and setting up the e-tendering portal, referral of applications and drafting of the Council Report recommending a new lease or licence.
- Ensure tenants are meeting lease requirements, including providing necessary documents such as insurance certificates, Annual General Meeting minutes, and financial statements. This also involves updating and maintaining relevant data in the lease database.
- Assist in the collection of land and building data for upload into Confirm (or any other future Asset Management system).
- Coordinate the biennial revaluation of all Council's land and building assets, including insurance determinations for Council's property portfolio.
- Assist in the delivery of capital works projects by representation of Council's property interests on internal/external Project Control or Project Working Groups.
- Day to day management of all financial transactions for the Property Management team, including but not limited to raising of Purchase Orders, invoice approval, budget considerations and rental payments as both tenant and landlord.
- Liaise with internal departments of Council regarding improvements/updates to systems and procedures impacting on the administration of Council's Property Portfolio (i.e. GIS mapping system, valuation, asset management).
- Oversee tenant compliance with agreements, addressing any breaches as they arise. This includes maintaining clear and effective communication with tenants to ensure timely resolution and rectification of any issues.
- Ensure that technical advice provided to other Council areas and to the public is accurate, timely and appropriate.

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- Recommend and input into the development of streamlined business processes in order to improve the efficiency and quality of building asset and property management information within Council.
- Provide excellent customer service and assistance to all internal and external customers.
- Maintain appropriate filing systems and data bases that are consistent with the needs of property management programs.
- To perform any other administration duties as reasonably directed by the Manager and Coordinators within the Risk & Governance team.
- Deputise for Coordinator Property Management as and when required.

OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

Accountability and Extent of Authority

- Accountable for the administration of all legislation, regulations and guidelines with respect to the management and administration of Council's Land and Buildings portfolio and Lease Register.
- Responsible for providing input into the development and implementation of policy and procedures for the business unit related matters.
- Authority to request title searches and property valuations.
- Authority to raise purchase orders and reconcile invoices relating to Council's lease register, building maintenance, property sales and acquisitions.
- The freedom to act within Council policy, clear objectives and budgets and are supported by frequent prior consultation with senior staff as well as regular reporting.
- This role is accountable for the quality, effectiveness, cost and timeliness of the tasks under their control.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce.

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Judgement and Decision Making Skills

- The objectives of the work are well defined, but the incumbent will need to apply judgment and make decisions independently, using initiative, experience, legislation and investigative techniques to resolve often complex issues.
- Problems are occasionally complex with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice is usually available within the time required to make a decision.

Management Skills

- This position requires skills in managing time, setting priorities and planning and organising one's own work and also to plan projects which others contribute to delivering.
- Strong ability to work with a flexible team and collaborate with others to agree shared priorities.

Interpersonal Skills

- Ability to gain cooperation and assistance from community groups and other employees in order to achieve objectives of the position.
- Excellent verbal and written communication skills
- A constructive and outcome focused approach
- Willingness to work on a range of different activities including trying new activities and using initiative

Specialist Skills and Knowledge

ESSENTIAL

- A demonstrated knowledge and experience with property including property leasing, property management and managing a variety of community-based tenants.
- Experience in the discontinuance and sale of roads (right of ways) and reserves.
- Ability to read and interpret Certificates of Titles
- Ability to read and interpret Lease and Licence Agreements
- The ability to read and interpret maps (GIS) Advanced skills in Microsoft Word, Excel and Outlook, Power Point, including spreadsheets and databases and TRIM.
- Ability to liaise with solicitors and consultants in relation to Council's requirements in the leasing, sale or purchase of property and other related property matters.
- Knowledge and experience of working with CONFIRM (or similar asset and lease management systems)
- Knowledge of building environmental sustainability measures
- Knowledge of budgeting processes and raising Purchase Orders/managing budgets.

DESIREABLE

- Experience in and knowledge of property management including the ability to interpret and apply relevant documents and regulatory requirements
- Familiarity with the legal framework related to property matters

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Qualifications and Experience

- Relevant previous experience working with property, leases and licence issues including provision of landlord consent and lease inspections.
- Relevant tertiary qualification or experience in a variety of property management functions.

6. Performance Review

The Property Support Officer will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Property Support Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

ESSENTIAL

- A demonstrated commitment and adherence to organisational values and behaviours.
- Relevant tertiary qualification and/or equivalent experience in a variety of property management functions including but not limited to the negotiation and preparation of both commercial and community leases and licences (as both landlord and tenant) acting as landlord and associated responsibilities, property sales and acquisitions and general property asset management.
- Demonstrated experience in managing the discontinuance and sale of roads [right of ways] and reserves, in line with Local Government statutory requirements.
- Ability to carry out complex title searches and research, interpret title information and provide associated technical information.
- Sound interpersonal skills, including the ability to negotiate with tenants, landlords and key stakeholders (both internal and external) to foster positive partnerships.
- Demonstrated ability to work effectively, efficiently and without direct supervision in a range of administrative and project tasks.
- Victorian Drivers Licence

DESIREABLE

- Previous experience in Victorian Local Government or legal office environment

8. Other Information

- Position is subject to the satisfactory completion and maintenance of Police Records Check and Employee Working with Children Check.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.