POSITION DESCRIPTION

Position Title: Commercial Property Manager
Organisation Unit: Property and Facilities Division
Position Number: 3025296
Type of Employment: Fixed-term, Full time
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates medical and dental schools in Brisbane and a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Infrastructure & Sustainability (i.e. energy management, sustainability office, engineering services), Project Delivery (i.e. new buildings, refurbishments, feasibilities), Planning & Property (i.e. master planning, leasing, space management), Campus Operations (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking, transport, cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ's environmental and sustainability initiatives have gained significant recognition. P&F manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The Sustainability website (www.uq.edu.au/sustainability) provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ's research in the area of sustainability, partnerships with community industry and government, and the University's carbon management strategy. You are encouraged you to visit the Sustainability website.

Further information about the Property and Facilities Division may be accessed on the Division’s web site at www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

This position supports the University's responsibilities with regard to its property portfolio. You will ensure that lease/licence obligations are being fully met by lessees/licences and that all lease/licence details are up to date. You will liaise with the Legal Office and other key stakeholders on specific leasing and Licensing details.

Duties

Duties and responsibilities include, but are not limited to:
- Review and refine processes and procedures which will monitor lease requirements and ensure that the financial and all other obligations of lessees/licensees are being met.
- Provide support to the Manager Property in all matters relating to the UQ property portfolio.
- Enter maintain & update Leasing information in the ARCHIBUS system
- Ensure that tenants are invoiced for the correct lease details and amounts in a timely manner.
- Ensure that the lease register is properly maintained and up to date and that the details of each lease are properly recorded.
- Liaise with Student Accommodation Services with regard to the management of the student housing portfolio.
- Liaise with external real estate providers on matters pertaining to property management obligations.
- Management of small portfolio of approximately 40 tenancies.
- Ensure that the portfolio is in good physical condition through a program of condition audits.
- Relief duties of the residential property officer when required

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Manager Property.
SELECTION CRITERIA

**Essential**

- Completion of a degree is required, or an equivalent combination of relevant experience and/or education/training.
- Holds a current license, or is in the process of obtaining a license under the Property Occupations Act 2014 by a recognised body such as REIQ.
- Strong demonstrated knowledge of commercial property management.
- Advanced Excel, Word, Powerpoint, computing/IT skills
- Experience in developing systems, process improvements and then maintaining and operating.
- Excellent communication skills to interact with broad range of stakeholders.
- Be proactive and committed to continuous improvement of policy, procedures and systems.
- Strong knowledge of relevant property legislation and the processing of lease and licence agreements/documentation.
- Ability to effectively negotiate agreements on the University’s behalf and ensure that the priorities of the University are met.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Must be a strong team player with the ability to work in a high volume, high pressure environment.
- Ability to prioritise own workload, work independently and meet deadlines.

**Desirable**

- Previous experience in a property management role in either the commercial or public sector

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage [http://www.uq.edu.au/equity](http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.