

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### Commercial Property Coordinator

<b>Division</b>	Community and Environment	<b>Department</b>	Property and Commercial Services
<b>Reports To</b>	Manager Property Services	<b>Direct Reports</b>	Yes

### Position Purpose

To coordinate the management of Council's commercial property portfolio, provide expert advice and undertake negotiations to optimise portfolio outcomes.

### Key Responsibilities and Outcomes

#### Operational

As a senior member of the Property Services team you will:

- Coordinate the management of Council's commercial property portfolio, including ensuring lease condition and legislative compliance, to achieve appropriate levels of return.
- Negotiate and manage complex property transactions, including strategic acquisitions for infrastructure purposes.
- Negotiate and manage Council's leasing arrangements, relating to commercial, retail and residential tenancies, aircraft hangars, pontoons, telecommunications and speciality facilities.
- Oversee contracted property management services, ensuring appropriate lessee communications and the timely collection of rents and recovery of outgoings.
- Manage property related supplier contracts including real estate agent and valuation services and caravan park management.
- Manage the conduct of public tenders and expressions of interest relating to the utilisation and disposal of Council properties.
- Develop portfolio strategies and oversee the preparation of facility masterplans.
- Undertake the preparation of the section's annual capital and operational budgets.
- Develop high level relationships across a broad range of diverse internal and external stakeholders to ensure quality service delivery outcomes are achieved.

#### Values

At Moreton Bay Regional Council our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles. As a leader you will shape the culture of the organisation by consistently role modelling the values expectations and behaviours and empower your leaders to do the same.

### Decision Making



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**Budget - Nil**

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register

**Knowledge & Experience**

- Demonstrated experience and high-level skills in strategically managing commercial property portfolios.
- Demonstrated high level of experience in the relevant financial, governance and risk management practices.
- Demonstrated experience in building relationships with a diverse range of internal and external stakeholders to achieve high quality service outcomes.
- Excellent communication, both written and verbal, interpersonal and negotiation skills.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace

**Qualifications**

- Relevant tertiary qualification or substantial experience in relevant field.
- Current C class driver's licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.*