PROPERTY MANAGER – RETAIL & LEASING

POSITION SUMMARY

The Property Manager – Retail & Leasing supports the development and implementation of strategies for UNSW’s real property holdings, ensuring they are optimised and aligned with the University’s long term masterplan and UNSW 2025+ Strategy and to contribute to an enjoyable and productive campus experience for our students, staff and wider community.

This position manages property lease transactions to ensure financial returns on behalf of UNSW. This role will engage closely within the Asset Management team and broader Estate Management (EM) teams to deliver the Estate strategy and objectives. This position requires a high degree of professional property knowledge. It will require independent operational and strategic problem solving and creative thinking in identifying opportunities to enhance portfolio performance whilst promoting a positive campus experience and maintaining positive tenant relations.

The Property Manager, Retail and Leasing reports to the Senior Manager, Asset Management Retail and Leasing in the management of processes to improve the University’s property portfolio performance whilst promoting positive campus experiences. This position has no direct reports.

ACCOUNTABILITIES

- Undertake all commercial property leasing and management operations on and off campus.
- Consider leasing parameters and negotiation strategy and secure approval for same based on market research and trading environment.
- Provide support to Senior Manager in advising UNSW Executive, Faculties and/or Divisions in relation to a diverse range of property transactions (leasing, acquisitions, disposals, easements) in all property sectors including retail, residential, commercial, and industrial.
• Review long term retail and other commercial tenancy space planning requirements in alignment with the campus masterplan for incorporation into campus planning.

• Manage and undertake the leasing process for commercial tenants on campus including considering transaction parameters, summarising and recommending deal structures in order to secure approvals, negotiating within established parameters, ensuring legal documentation, and contributing to process improvement and campus retail strategies and masterplans.

• Collaborate with the Estate Improvement team within EM to ensure delivery of any fit-out works is undertaken per contractual agreements.

• Regularly update, manage, and report on long term revenue forecasts of commercial tenants and variance of actuals to forecasts. Identify opportunities to improve revenue to the University.

• Train and support the Property Officer to undertake the lease administration function ensuring contractual obligations are understood and adhered to (including invoicing and compliance reporting).

• Manage the reconciliation requirements relating to lease and rental arrangements, overseeing and ensuring accurate and timely reporting of portfolio financials.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

SKILLS AND EXPERIENCE

• Relevant tertiary qualifications or equivalent competency gained through any other combination of education, training and/or experience with a strong track record in commercial property management.

• Experience in leading or contributing to the development and implementation of estate management / property portfolio strategy including involvement in valuation, investment structuring, legal documentation of leasing, acquisition/divestment transaction and construction/project management matters.

• Knowledge and awareness of relevant acts, industrial awards, legislation including the University of New South Wales Act 1989, Real Property Act 1900, Retail Leases Act 1994, Residential Tenancy Act 2010 and other real property legislation.

• Demonstrated expertise working in a large, complex, and diverse environment with a proven ability to prioritise and manage conflicting priorities in a complex and time critical operating environment.

• Solution focused with experience in negotiation and consultation, strong networking capability, and personal and professional credibility.

• Outstanding interpersonal and communication skills with demonstrated customer centric approach.

• Demonstrated experience in property budgeting and reporting with proven financial and resource planning and operations management experience.

• Sound understanding of the tertiary education sector, trends and challenges would be beneficial.
• Sound financial analytical skills, and ability to confidently and accurately report on and interpret financial data.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training