

LEASING OFFICER

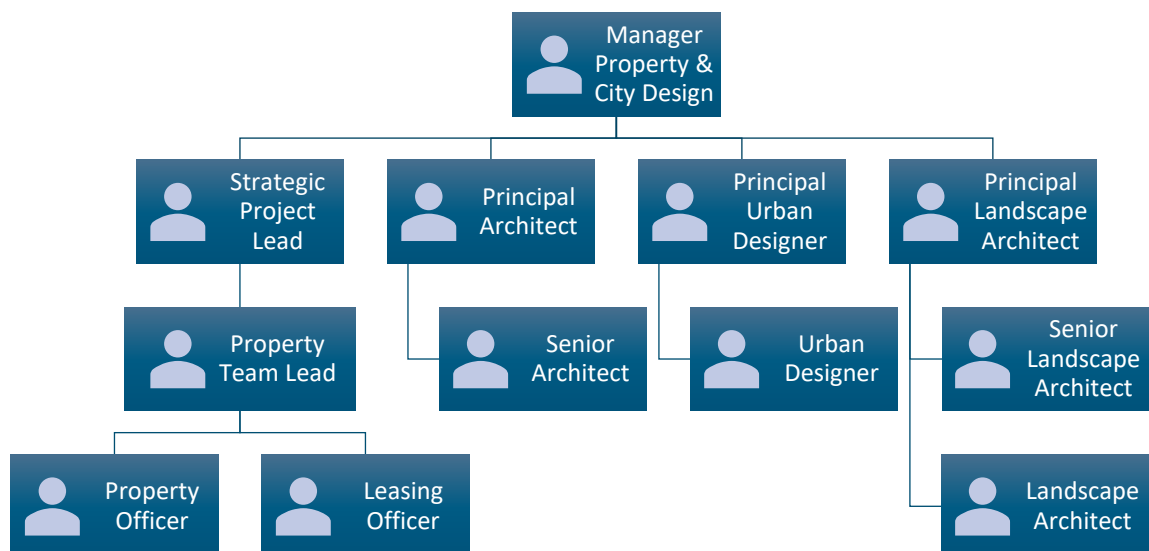
Position Number:	P096002
Banding/Remuneration:	Band 6
Division/Branch:	City Development
Reports To:	Property Team Lead
Date Approved:	9 February 2024

Position Objectives:

The Leasing Officer is responsible for maintaining Council’s leasing and licensing portfolio to ensure the effective and timely provision of land occupancy agreements for Council and the community, including but not limited to the development of occupancy agreements, maintaining up-to-date records and databases, and improving internal processes and tools.

This role will ensure the delivery of occupancy agreements aligns with all legislative requirements and Council’s policies and procedures, and the Leasing Officer will actively engage with organisational and community stakeholders to ensure occupancy agreements and associated documents are clear and operationally deliverable.

Team Structure:



Key Responsibility Areas:

Leasing and Licencing

- Support the delivery of an up to date leasing and licencing portfolio, in accordance with Council's Leasing and Licencing Policy and relevant legislation.
- Liaise across Council to seek information to assist with completing assigned tasks and to provide daily updates on status of work flow.
- Preparation of necessary legal documents and any other actions required to facilitate the progress of maintaining an up to date Leasing and licencing portfolio, including but not limited to Leases, Licences, Letters of Offer, Heads of Agreement etc.
- Undertake all necessary property related investigations including site inspections, making enquiries with services authorities, state government departments, discussion with local real estate agents, valuers, engineers, architects, surveyors and developers.
- Liaise across Council in order to complete assigned tasks and to provide updates on Council property leasing and licencing activities.
- Attend meetings between Council's consultants and legal representatives and any other parties to negotiate terms of agreements, contracts and other relevant details.
- Assist with any necessary community consultation in accordance with the Local Government Act relating to proposals affecting Council properties.
- Prepare reports to Council on active transactions including recommendations for the leasing of Council land.
- Respond to external and internal enquiries and undertake necessary investigations related to Council's leased and licensed properties, including land ownership and status, titles, boundaries, easements and roads.
- Provide timely, technical advice to Council's internal departments and senior leadership on property matters, including recommendations for key actions.
- Procure external services in the management Council's Leasing and licencing portfolio including but limited to arranging surveys, seeking legal advice and property valuations.
- Administer all legislation, regulations and guidelines with respect to the management and administration of Council's properties and provide input into policies and procedures in the field of property management.

Property Processes

- Assist the Property Officer in the management of Council's property portfolio where required.

Accountability and Extent of Authority:

- The Leasing Officer provides specialist property advice and support takes all necessary action to make sure that risk to Council is minimised and the needs of Council are met.
- Liaise with counterparts in other organisations to ensure continued best practice and keep abreast of legislative changes, latest techniques and innovative property management practises.
- At all times, maintain records in accordance with Council's Information and Records Management Policy.

- Administer systems to ensure data collection is current and adopt a proactive approach to future management of Council's leasing and licencing portfolio.
- Attend to handover of completed documents to all relevant internal and external stakeholders in a timely manner.
- This role is accountable for the administration of all legislation, regulations and guidelines with respect to the management and administration of Council's Leasing and Licencing Portfolio.

Judgement and Decision Making:

- Ability to solve problems independently using initiative, experience, legislation and investigative techniques to resolve often complex issues.
- Ability to make decisions on areas of responsibility in line with Council guidelines, policy and regulatory requirements.
- Guidance and advice in relation to these matters is usually available.

Specialist Knowledge and Skills:

- Good knowledge and experience in the application of property management practices and legislation within a commercial, government or not-for-profit environment.
- Ability to use knowledge of policies and legislation in the interpretation of their work.
- Ability to research and apply knowledge and skills from outside the property management discipline.
- Specialist skills and knowledge in developing solutions to new problems.
- Well-developed customer service ethic and strong commitment to improving service delivery.
- Advanced skills in Microsoft Word, Excel and Outlook, Power Point, including spreadsheets and TRIM.
- A demonstrated knowledge of budget management and development.

Management Skills:

- Manage own time and that of others (including external contractors) ensuring the needs of the Council are met and within budget.
- Ability to work in a team environment and individually with minimal supervision.
- Good organisational skills with ability to prioritise, plan and organise own work and of others.
- Demonstrated ability to manage competing priorities.

Interpersonal Skills:

- Skills in effective conciliation and the capacity to gain co-operation, persuade, convince or negotiate with clients, members of the public and other employees.
- Ability to develop internal and external relationships.
- Strong organisational skills, attention to detail and ability to operate to strict timelines.
- Strong written and oral communication skills to prepare clear and concise reports, external and internal correspondence and information in a variety of formats for reports on property related matters.
- Good presentation skills.
- Strong customer service skills and the ability to maintain confidentiality.

- Ability to act with honesty, integrity, respect, openness and trust at all times.
- Adaptable and open to new ideas, copes with uncertainty, accepts changed priorities and recognises the merits of different options and acts accordingly.

Qualifications and Experience:

- Relevant experience in a property management related discipline within a commercial, government or not-for-profit environment.
- Experience in a local or state government setting (highly desirable).
- Tertiary qualifications in Business/Property Management or equivalent (highly desirable, but not essential).
- Sound knowledge of property management, particularly in the development of occupancy agreements.
- Knowledge of relevant legislation such as the Local Government Act, Land Act, Transfer of Land Act and Retail Leases Act.
- Current valid Victorian Drivers Licence.

Key Selection Criteria:

- Relevant experience in a property management related discipline within a commercial, government or not-for-profit environment.
- Experience in a local or state government setting (highly desirable).
- Tertiary qualifications in Business/Property Management or equivalent (highly desirable, but not essential).
- Sound knowledge of property management, particularly in the development of occupancy agreements.
- Knowledge of relevant legislation such as the Local Government Act, Land Act, Transfer of Land Act and Retail Leases Act.
- Demonstrated relevant previous experience in the preparation of leases, licences and other agreements.
- Ability to plan and organise work within set timeframes.
- High level skills in the use of relevant computer applications.
- Demonstrated commitment and ability to achieve quality outcomes.
- Strong written and communication skills, including the ability to develop and present reports and correspondence relating to all aspects of property management.

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

*Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.*

We are committed to being a child safe organisation and have zero tolerance to child abuse.