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## SA Health Job Pack

Job Title	Senior Property and Leasing Consultant
Job Number	636455
Applications Closing Date	11 December 2017
Region / Division	Department for Health and Ageing
Health Service	Infrastructure
Location	Adelaide CBD
Classification	ASO6
Job Status	Full Time / Ongoing Appointment
Salary	\$87,384-\$92,743

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Karen Kochergen
Phone number	8463 6081
Email address	<a href="mailto:karen.kochergen@sa.gov.au">karen.kochergen@sa.gov.au</a>

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Property & Leasing Consultant
<b>Classification Code:</b>	AS06
<b>LHN/ HN/ SAAS/ DHA:</b>	DHA
<b>Division:</b>	Finance and Corporate Services
<b>Department/Section / Unit/ Ward:</b>	Infrastructure
<b>Role reports to:</b>	Manager Property and Security
<b>Role Created/ Reviewed Date:</b>	October 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Senior Property & Leasing Consultant is accountable to the Manager, Property & Security for ensuring that SA Health Infrastructure Division takes a strategic, active, and expert role in the administration of its leased accommodation. The position provides professional, expert specialised property leasing advice and input to SA Health stakeholders which supports the achievement of optimum asset outcomes.
- > Principal duties include developing and implementing SA Health Lease management strategies, representing SA Health divisions in undertaking commercial lease negotiations with private sector and other government parties, using strong commercial acumen and expert financial analysis skills to ensure robust, cost effective negotiated terms, providing accuracy of detail in representation of agreed terms in legal documentation in consultation with Crown Solicitor's Office, assisting in development of accommodation frameworks and policies, maintaining accurate and complete departmental registers of Lease information, advising and assisting SA Health staff on the procurement, fit-out and decommissioning of leased accommodation, and where necessary, managing documentation requirements with the Department for Planning, Transport, and Infrastructure, and other duties as required and assigned from time to time.

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Manager, Property & Security and provides a specialist leasing service to SA Health.
- > The Senior Property & Leasing Consultant operates in a close knit team, within a flat management structure.
- > The Senior Property & Leasing Consultant will frequently liaise with a broad range of staff across the SA Health portfolio including the Local Health Network staff, the Legal and Governance Unit, and the Office of the Chief Executive.

#### External

- > Other government departments and agencies from time to time including Department of Planning, Transport and Infrastructure, Renewal SA, Department of Environment, Water & Natural Resources, Crown Solicitor's Office, Local Councils, commercial property agents and external stakeholders as required.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Meeting critical timeframes for managing and completing new leases, lease renewals and lease expiry profiles across portfolio
- > Managing an extensive and complex commercial property portfolio in a highly political environment with constant service delivery changes
- > Ensuring up to date knowledge on current policies, government priorities, market information and legislation relevant to role and responsibilities.
- > Maintaining accurate, up to date database information and records of properties across an extensive commercial property portfolio

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Strategic / Analytical Critical Thinking	<ul style="list-style-type: none"><li>&gt; Develop and implement effective and cost efficient lease accommodation strategies to achieve fit for purpose accommodation across the SA Health Commercial portfolio, conduct high level research and analysis of commercial property markets and trends.</li><li>&gt; Provide strategic input into the development and implementation of forward planning for leasing accommodation, consulting with stakeholders across Local Health Networks and individual business units to identify their property requirements, determine appropriate models and create fit for purpose spatial requirement scopes.</li></ul>
Commercial Acumen and Portfolio Management	<ul style="list-style-type: none"><li>&gt; Undertake strategic negotiations skilfully and effectively, ensuring that lease terms and arrangements are commercially acceptable and accurately represented in legal documentation as negotiated with various building owners, tenants, solicitors and Crown Solicitor's Office.</li><li>&gt; Provide expert, timely, and accurate information, advice and recommendations to the department, key agency stakeholders and clients to proactively manage:<ul style="list-style-type: none"><li>o complex leased accommodation matters including across government proposals, scoping and sourcing appropriate accommodation for existing premises and new turnkey developments, developing and implementing consolidation proposals and efficiency strategies.</li><li>o the identification of cost effective leasing options and analysis of financial scenarios.</li><li>o the interpretation of complex clauses within a Lease.</li></ul></li><li>&gt; Ensure condition reports for tenancies at commencement are accurate and maintained on file, and provide professional advice and assistance to SA Health divisions on the procurement, fit-out and decommissioning of leased accommodation.</li></ul>
Process Compliance / Policies and Procedures	<ul style="list-style-type: none"><li>&gt; Ensure that commercial negotiations and documentation are agreed in a timely manner in line with legal commercial requirements and in compliance with relevant policies, guidelines and standards.</li><li>&gt; Coordinate accurate and professional legal documentation for a wide range of leases, licences, deeds and renewal documentation, obtain correct departmental approvals effectively within appropriate delegations, ensuring that leases are where possible prepared by Crown Law, and executed with time being of the essence, recorded and stored appropriately by the Department of Health or the Region.</li><li>&gt; Contribute to the development of SA Health leasing frameworks and operational policies and procedures in accordance with Government property leasing directives.</li><li>&gt; Conduct detailed investigations into financial and lease related issues</li></ul>

	in the existing portfolio, manage corrective actions on non-compliance of leases against negotiated agreements to ensure adherence to DH requirements, standards, processes, reporting guidelines and mandated policy.
Infrastructure Quality Standards	<ul style="list-style-type: none"> <li>&gt; Ensure accommodation portfolio and new lease premises are to the best degree possible: fit for purpose, energy efficient, available with natural light and of sound construction, with documented condition and dilapidation reports on entry retained on file.</li> </ul>
Accuracy & Benchmarking	<ul style="list-style-type: none"> <li>&gt; Review all lease terms, rent review details, property renewals and rental valuations for accuracy and commercial benchmarking to ensure they are within market and budget expectations, have been approved in accordance with DH delegations, and entered accurately into Lease Database/Registers as required.</li> <li>&gt; Analyse Leasing Budgets for financial capacity, monitor and verify expenditure, prepare reconciliations and budget forecasts and provide specialist advice and financial analysis on complex leased property financial matters.</li> <li>&gt; Ensure that benchmarking and reporting on information pertaining to lease associated payments is in alignment with current market trends and developments using market research and consultation with relevant SA Health stakeholders.</li> </ul>
Communication / Collaborative and Informative Relationship Management	<ul style="list-style-type: none"> <li>&gt; Ensure timely, proactive and effective oral and written communication in the conduct of business, including accurate briefs to the Minister, Executive, and Local Health Network stakeholders.</li> <li>&gt; Ensure strong positive engagement with stakeholders, providing accurate information and advice.</li> <li>&gt; Build and maintain effective, positive working relationships across stakeholder networks in SA Health's five Local Health Networks.</li> <li>&gt; Act as a central point of professional property expertise for SA Health stakeholders across the regions and divisions, working collaboratively, ethically, and effectively to ensure accommodation meets the needs of divisional occupants within approved budget parameters for successful outcomes.</li> <li>&gt; Provide a professional and expert key point of commercial property contact and advice for stakeholders and the Crown Solicitors Office in relation to the review and drafting of appropriate lease documentation and all complex leased property legal issues.</li> </ul>
Records / Database Management	<ul style="list-style-type: none"> <li>&gt; Establish and maintain accurate and complete registers of property leased and occupied by entities within SA Health for interdepartmental reference, and to meet Finance and Audit responsibilities.</li> <li>&gt; Provide a clear and unambiguous audit trail for each property lease transaction in preparedness for the Auditor General or other audit process that may be deemed appropriate and maintaining comprehensive file records of all official correspondence consistent with State Records guidelines.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > N/A

#### **Personal Abilities/Aptitudes/Skills:**

- > Proven capabilities to build and maintain effective working relationships across a diverse range of internal and external stakeholders.
- > Demonstrated high level verbal and written communications skills to articulate and present complex concepts clearly and concisely, undertake complex and sensitive negotiations with successful outcomes, handle issues with tact and diplomacy, facilitate mediation processes, and resolve conflict.
- > Proven high level analytical skills and financial/commercial acumen, the capacity to think clearly, objectively and logically about complex problems and formulate innovative and strategically focussed solutions, decisions and recommendations that influence positive outcomes.
- > Proven ability to work effectively and efficiently, independently and as part of a team, under broad direction, and to determine priorities, plan and prioritise high volumes of work in order to meet agreed goals and objectives and ensure deadlines are met.

#### **Experience**

- > Demonstrated experience in commercial property leasing processes including market rent analysis, the negotiation, preparation and review of lease agreements, and the interpretation of accommodation plans and drawings.
- > Demonstrated experience in effectively leading and ensuring timely completion of projects related to the management of property and property information, including undertaking financial analysis, preparing and monitoring budgets, and accurately maintaining property information databases.
- > Demonstrated experience in undertaking accurate high level research and analysis of complex information, preparing leasing accommodation strategies and presenting clear, accurate and effective proposals, recommendations, briefs and letters.
- > Proven sound experience in high level usage a computer based property information system and experience in the use of current Microsoft software packages, particularly Excel and Word.

#### **Knowledge**

- > Knowledge of South Australian commercial property markets and an understanding of real estate leasing practices, relevant legislation, procedures, principles and policies.
- > Effective Written English Language skills including grammar and punctuation.
- > Demonstrate an understanding of Government Office Accommodation Guidelines and/or processes.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Appropriate post-secondary qualifications.
- > Certificate IV in Real Estate Management.

#### **Personal Abilities/Aptitudes/Skills:**

- > Good communication skills

#### **Experience:**

- > Experience in managing the commercial negotiation and leasing of high profile properties.

#### **Knowledge:**

- > Knowledge of the Department of Health's organisation, its objectives and policies and the relationship between its units, divisions and branches.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant *WHS Defined Officers* must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.



## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

Infrastructure is part of the Finance and Corporate Services Division within the Department for Health and Ageing. Infrastructure contributes to the delivery of a safe, efficient, effective and environmentally sustainable public health system by planning for, delivering and sustaining infrastructure to meet the needs of clients in SA Health and the Department for Health and Ageing.

Infrastructure includes Capital Planning and Evaluation; Capital Projects; Property and Security and SA Biomedical Engineering.

## Values

## SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

## Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document:

**Name:** **Brendan Hewitt** **Role Title:** Executive Director Infrastructure  
Finance and Corporate Services

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Role Acceptance

## Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Date:**

## Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17		Minor formatting with order of information amended.