

## Senior Commercial Property Advisor

### Position Detail

<b>Reports To</b>	Senior Commercial Property Advisor	<b>Group</b>	Aviation Rescue Fire Fighting Services (ARFFS)
<b>Classification</b>	ASA 7	<b>Location</b>	Canberra/Melbourne
<b>Reports – Direct Total</b>	0		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry. Each year we manage over four million aircraft movements carrying more than 154 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

The Senior Commercial Property Advisor is responsible for the management of ARFFS properties. Reporting to and consulting with the Senior Commercial Advisor on operational, tactical and strategic issues.

### Accountabilities and Responsibilities

#### Position Specific

- Assist in developing commercial acumen across the ARFFS business group
- As a member of the Customer Value & Business Performance (CV&BP), contribute to the group's performance through effective collaboration with a variety of internal and external stakeholders. These stakeholders include, but are not limited to; Local Operations Manager (LOMs), Asset Portfolio Delivery, Environmental Team, Strategic Stakeholder Management Team, Airport Operators, Landlords, Tenants and Legal Team.
- Proactively identify and address areas for improvement as they relate to Property Management and Property Services.
- Manage Real Estate acquisitions and disposals including due diligence studies.
- Support the creation and management of optimal commercial arrangements for property and property related activities in accordance with the Organisation's strategic direction and ARFFS processes/procedures.
- Support the Senior Commercial Advisor to facilitate negotiations, dispute resolution and mediation with commercial and technical input from subject matter experts.

- Prepare submissions for property related activities, including functional and financial analysis, and budget development.
- Operate and maintain accurate and up to date SAP modules (including RE) for budgeting, master data, contracts and reporting.
- Maintain lease compliance within the ARFFS property portfolio.

#### People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
- Build effective working relationships with both internal and external stakeholders.
- Model own performance in ways that earns the teams trust, including the consistent modelling of desired behaviour.
- Maintain a culture of continuous improvement in CV&BP.
- Providing specialist property advice to stakeholders including the integrated project team.
- Providing assistance and support to other team members.

#### Safety

- Discharge safety accountabilities as per Airservices Safety Management System policies and procedures.
- Abide by relevant WHS requirements with respect to performing your duties.

### Key Performance Indicators

#### Efficient, Effective and Accountable

- Input into monthly and quarterly Commercial Reports provided within required timeframes.
- Effectively respond to questions and request for support from the business group within required timeframes.
- Effective creation of property and property related commercial arrangements in line with relevant commercial policies, guidelines and procedures where applicable.
- Effective management of the property portfolio and property related commercial arrangements to ensure that Airservices complies with all statutory, contractual, environmental and OHS requirements as obligated.
- Effectively manage the exercise of property acquisition and disposal in a timely manner as directed.

### Key Relationships

- ARFFS Finance and Commercial Support Team
- LOMs
- Portfolio Delivery Team
- Environment Team
- Airport Property personnel
- Contractors and Consultants
- Property management community

### Skills Competencies and Qualifications

#### Qualifications and Experience:

- Minimum 5 years' experience in property or commercial related role with exposure to contract law (required).
- Tertiary studies in Business/Commerce/Legal or related discipline (desirable).
- Previous experience using SAP Real Estate (desirable).
- Experience with the acquisition and disposal of sites including feasibility and due diligence studies (desirable).

#### Skills and Competencies:

- Strong written and verbal communication skill.
- Demonstrated ability to negotiate and influence outcomes.

- Strong understanding of procurement, contract management and supplier relationship management.
- Demonstrated ability to deliver accurate and timely advice and information which supports management decision making.
- Demonstrated ability to communicate commercial information to people with a non-commercial background.
- Well-developed interpersonal, presentation, communication and negotiation skills.

### Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy.
- Acting with honesty and integrity.
- Acting ethically and with care and diligence.
- Complying with all Airservices' policies and procedures, and applicable Australian laws.
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest.
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.