

**Position Description**

**Leasing Portfolio Manager**

# Position No:

# Business Unit:

# Department: Division: Location: Classification:

**Employment Type: Other Benefits:**

5new

Chief Operating Officer

Finance, Procurement, Data and Analytics

Commercial Leasing

Melbourne (Bundoora)

Higher Education Officer Level 9 (HEO9)

 Full Time, Continuing

<http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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# Position Purpose

This position is responsible for leading effective and efficient lease portfolio management of the University’s lease contracts across multiple campuses and standalone sites, either as Lessor (predominantly) and Lessee. The portfolio comprises around 140 leases across a diverse range of premises, installations and land, and with varying degrees of activity. This role has responsibility for end to end property management in an environment requiring engagement of a diverse stakeholder group, coordination and liaison with internal service providers and administration functions both inside and outside the University. The role includes management of an external real estate management team and contribution to developing and implementing strategies for core retail services and various key precincts occupied by a range of lessees and university uses.

The role also includes the oversight and management of a real estate management team to consistently ensure the successful negotiation of lease contracts with Tenants and Landlords in the best commercial interests of the University whilst having regard to broader university strategic objectives and campus master plan considerations. Importantly, the position requires effective communication and liaison with various University departments accountable for providing infrastructure facilities and services in accordance with the University’s obligation as Landlord or Tenant.

# Duties at this level will include:

* Primary responsibility across all campuses for lease management operations and administration in compliance with university policy and in accordance with best industry practice and relevant legislation.
* Contribution to and creation of program development and implementation relating to property management process and broad university strategies.
* Review performance & services in the area of responsibility and compare it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University’s operations.
* Interact with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level leasing portfolio and strategic advice as required.
* Represent the University externally in sector groups and in negotiations.
* Manage the Real Estate Management Team to:
	+ ensure timely collection of rental and other recoverable outgoings across the portfolio.
	+ ensure the effective management of lease contracts, lease data and ongoing improvement of information and lease management systems.
	+ effective property management of retail and other precincts on the Melbourne campus.
	+ appropriate service provision of maintenance and other FM is provided to leased premises through internal or external providers in order to meet lease and other statutory obligations.

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* + oversight and successful negotiation of new lease contracts as required, rental reviews, lease renewals, lease variations and some capital works on behalf of the university as Landlord or Tenant.
	+ ensure the effective management and performance of lease obligations and preparation of regular portfolio reports to senior management against budget, agreed KPI’s strategic goals and activity summaries.
* The oversight and management of negotiations partnering arrangements associated with leases which may require internal liaison.
* Liaise and coordinate with university legal services in relation to the preparation and management of lease contracts.

# Essential Criteria

**Skills and knowledge required for the position**

* Extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated ability to develop and implement innovative policies and practices in pursuit of continuous improvement.
* Demonstrated high-level administration capability, ability to deliver process improvements and adhere to systems
* Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues.
* Demonstrated ability to operate in a complex stakeholder / service provider environment
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
* Demonstrated experience in interpreting, understanding and summarising a diverse range of lease and license agreements.
* Demonstrated experience managing and controlling budgets/resources/funding and an understanding of financial management procedures.
* Demonstrated commercial acumen and effective negotiations skills including ability to document negotiated terms and to direct the preparation legal documentation considered appropriate.
* Demonstrated understanding of the Retail Leases Act and its practical application.
* Demonstrated experience in developing well-reasoned analysis / business proposals (in support of lease transactions) and reporting on key performance indicators, general financial administration.
* Demonstrated competence in analysing and presenting rental information to support lease negotiations including undertaking research and/or obtaining professional advice.
* Demonstrated high level interpersonal skills and proven ability to liaise with tenants and landlords, members of the public and senior university staff, capacity to work as a part of a team and maintain confidentiality.

**Capabilities required to be successful in the position**

* Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.

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* Ability to work collaboratively across functions and within a team, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
* Demonstrated creative, critical and systems thinking – generating ideas and recommending solutions to local and organisational problems.
* Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of local and organisational practice.

# Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

# Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

# Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

# Why La Trobe:

* Develop your career at an innovative, global university where you’ll collaborate with

community and industry to create impact.

* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students, and academics
* Help transform the lives of students, partners, and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

# La Trobe Cultural Qualities:

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