

# Position Description





## Position Title: Property Leasing Officer

### Position Purpose

The Property Leasing Officer is responsible for leasing and licencing transaction management, administration and oversight across various property owned or leased on behalf of Scope (Aust) Ltd. (Scope Group). This position supports the Asset Manager and Property team and is pivotal to maintaining and updating Scope Group's current leasehold agreements and negotiating new leases, both from a landlord and tenant perspective.

Key responsibilities include negotiating and managing Scope Group's leased property portfolio, providing advice on land transactions, management of Residential Tenancy and Service agreements for Scope Group's Supported Independent Living (SIL) properties, property management, stakeholder engagement, risk management and property administration.

<b>Division:</b>	Shared Services - Assets	<b>Reports to:</b>	Peter Burchmore, Asset Manager
		<b>Direct Reports:</b>	0
<b>Internal Relationships:</b>	<ul style="list-style-type: none"> <li>Assets Manager</li> <li>Assets Team</li> <li>General Managers</li> <li>Key Operational staff</li> </ul>	<b>External Relationships:</b>	<ul style="list-style-type: none"> <li>External Landlords</li> <li>Government Authorities</li> <li>Real Estate Agencies</li> <li>External Consultants</li> <li>Solicitors (as authorised)</li> </ul>
<b>Delegation of Authority</b>	Level 6	<b>Category</b>	Specialist
<b>Employment Contract</b>	Permanent, Full-Time	<b>Award</b>	Above Award Status

<b>Scope's Mission</b>	Scope's mission is to enable each person we support to live as an empowered and equal citizen.			
<b>Scope's Vision</b>	Scope will inspire and lead change to deliver best practice. We will: <ul style="list-style-type: none"> <li>support and listen to each person and their family.</li> <li>provide leadership to influence strategy and policy.</li> <li>deliver person driven, flexible &amp; responsive services to build a sustainable future.</li> <li>build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research.</li> </ul> We will deliver better outcomes.			
<b>Scope Approach</b>	 <p><i>See the person</i></p> <p>We listen to understand We see the potential We recognise how you do things and what you achieve We take personal responsibility We build excellent relationships with our customers and customers We understand the balance between risks and rights</p>	 <p><i>Do it together</i></p> <p>We lead in line with Scope's approach We work together to achieve shared goals We build ethical and sustainable partnerships We support each other We communicate early and honestly We share responsibility for safety</p>	 <p><i>Do it right</i></p> <p>We use systems and processes in our work We deliver quality outcomes safely and on time We understand risks and opportunities We are a financially sustainable organisation We own the consequences of our actions We take pride in the delivery of our Mission</p>	 <p><i>Do it better</i></p> <p>We develop creative solutions We review and continually improve We understand what is working and what is not We seek and respond to feedback We build capacity in all that we do We are a leader in safety</p>

# Position Description



Key Functions	Key Accountabilities, Responsibilities and Deliverables
<b>Service Provision</b>	<p><b>Property and Leasing Management</b></p> <ul style="list-style-type: none"> <li>• Apply technical expertise to progress and manage land and property tenure matters.</li> <li>• Process new and renew property lease agreements, management agreements and land management plans.</li> <li>• Lead and assist in the management and resolution of complex property matters.</li> <li>• Monitor and action rent reviews, option renewals and lease expiries.</li> <li>• Report on property holding to Scope Group management as required.</li> <li>• Assist with property maintenance and provide guidance on refurbishments and new property developments.</li> <li>• Assist with the provision of property services across Scope Group sites nationally.</li> <li>• Consult and liaise with specialist Advisory Services or external consultants to ensure all facilities adequately cater for people with disabilities.</li> <li>• Operate within Scope Group policies and legal obligations as a registered disability service provider.</li> </ul> <p><i>Other duties as required</i></p> <p><b>Administration and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Maintain property records, including electronic and paper documentation.</li> <li>• Complete new property Condition Reports and related property administration.</li> <li>• Complete administrative tasks associated with the issuing, completion and payment of property leases and maintenance works.</li> <li>• Responsible for the continual improvement and the development of leasing and maintenance policies and procedures.</li> <li>• Organise and participate in project control groups as required</li> <li>• Support Assets Manager by providing information relating to current property projects for reports and presentations as required.</li> <li>• Keep informed of best practices with respect to Assets Management.</li> <li>• Work in partnership with line managers to improve the current delivery of property services.</li> </ul> <p><b>Organisational and Industry Relationships</b></p> <ul style="list-style-type: none"> <li>• Liaise with external stakeholders, such as Landlords, Tenants, Agents, Lawyers and Government Departments regarding properties considered for lease or purchase.</li> <li>• Liaise with internal stakeholders, including management, key operational staff and consultants to ensure a fit for purpose state is achievable.</li> <li>• Liaise with local Councils to ensure proposed leased properties are suitable for proposed use and assist with 'change of use' application process if required.</li> <li>• Liaise with contractors and Scope Group staff members as required.</li> <li>• Build professional relationships with potential partners, local Councils and Housing Associations and external stakeholders to enable better utilisation of Scope Group's property portfolio.</li> </ul>
<b>Financial Outcome</b>	<ul style="list-style-type: none"> <li>• Negotiate with Landlord/s for optimal outcomes (for example: rent free periods or contribution to fit out costs).</li> <li>• Negotiate and complete make good provisions at the end of lease periods to minimise cost to Scope Group on expiry of lease contract.</li> <li>• Assist cost centres to manage space leased from Scope Group (as landlord). Ensure best and most economical use of the space available.</li> <li>• Ensure internal rents are reviewed annually and are in keeping with current market prices and or alternate negotiated prices.</li> <li>• Financial Reporting as required.</li> <li>• Monitor operational maintenance budgets monthly and advise Assets Manager of any issues or concerns.</li> <li>• Complete annual acquittal of Disability Leasing Model (DLM) funds as per the Department of Health and Human Services (DHHS) requirements.</li> </ul>

# Position Description



	<ul style="list-style-type: none"> <li>Assist in the preparation of detailed costing estimates and budgets for approved redevelopment, renovations and/or alteration projects.</li> </ul>
<b>Growth Delivery</b>	<ul style="list-style-type: none"> <li>Support operations growth being a proactive property partner.</li> </ul>
<b>People Leadership</b>	<ul style="list-style-type: none"> <li>Provide subject-matter expertise and advise on property and leasing.</li> <li>Be seen as a role model of the Scope Approach and professionalism.</li> <li>Uphold Scope Group policies and Duty of Care responsibilities.</li> <li>Contribute to maintaining an effective team.</li> <li>Attend and participate in meetings and committees as required.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Work with management and the Occupational Health and Safety team to ensure that Scope Group provides its employees, contractors and clients with a safe workplace.</li> <li>Comply with Scope Group workplace health and safety policies and procedures.</li> </ul>

## Selection Criteria

<b>Qualifications &amp; Knowledge/ Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Significant experience in Property Management, Leasing or Real Estate.</li> <li>Demonstrated experience working within a highly regulated environment.</li> <li>Excellent problem solving and communication skills.</li> <li>Strong knowledge Property Management and the Real Estate industry.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Tertiary qualification (Property Management, Real Estate, or related field).</li> </ul>
<b>Technical Competencies</b>	<ul style="list-style-type: none"> <li>Property Management.</li> <li>Leasehold Management and Leasing Agreements.</li> <li>Budgeting and costing of projects.</li> <li>Relevant statutory Building Codes, Acts and Regulations</li> <li>Building standards relating to wheelchair accessible buildings, or a demonstrated ability to learn about these standards quickly, and to apply the standards to facilities operated by Scope Group.</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>Advanced communication skills with the capacity to influence and build relationships at all levels of the organisation (both internal and external) and communicate complex matters clearly.</li> <li>Capacity to analyse needs and develop strategies, provide high quality services and advice to a wide range of groups.</li> <li>Capacity to direct and manage building trades' sub-contractors.</li> <li>Excellent written communication skills (to prepare specifications for capital works, correspondence with landlords, legal, architects, local councils, building contractors etc, and prepare reports to Scope Group managers).</li> <li>Capacity to initiate and drive process improvements.</li> <li>Strong computer skills (Microsoft Office)</li> </ul>
<b>Licenses &amp; Accreditations</b>	<ul style="list-style-type: none"> <li>NDIS Clearance Certificate</li> <li>Cleared International Police Check (if applicable)</li> <li>Working with Children's Check</li> <li>Must satisfy all visa requirements for working in Australia</li> <li>Driver's license (required for all roles where there is a requirement to travel to deliver services)</li> <li>Current registration to practice in Australia where required</li> </ul>

### Authorisation:

This Position Description has been reviewed and approved by the Chief Financial Officer and is effective from the 12/09/22.

### People and Culture Authorisation – Approved by Karen Anson 12/09/22

Job Evaluation Completed: N/A

Position Created: N/A

Organisation Hierarchy Amended: N/A

Effective Date: 12/09/2022

Page 3 of 3

Property Leasing Officer  
Position Description