

POSITION TITLE:	Lease Officer	POSITION NO:	2631
EMPLOYMENT TYPE:	Permanent Full Time		
CLASSIFICATION:	Level 3 to 4 (dependant on qualifications and experience)		
CERTIFIED AGREEMENT:	Officers	AWARD:	QLGIA
DEPARTMENT:	Liveability		
BRANCH:	Community & Lifestyle		
REPORTS TO:	Coordinator Community Development		

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

To implement policies and procedures that ensure the effective management of Council controlled land and buildings, in a timely, compliant, cost effective and environmentally sustainable manner.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Implement, develop, and maintain policies and procedures to enhance the effective and efficient management of Council's property portfolio.
2. Prepare, review and update leasing contracts and documentation on behalf of Council in accordance with the relevant legislation.
3. Liaise with community and not for profit groups in the development and operation of leasing agreements
4. Negotiate leasing terms and conditions with community groups, present information at community meetings, and provide accurate and timely communication to community stakeholders
5. Maintain and improve the Lease register for Council controlled land and buildings which includes all internal and external data.
6. Administer all Tenancy Agreements (including leases, licences and management agreements), calculate and coordinate the invoicing of lessee payments and associated costs in conjunction with the Finance Department.
7. Liaise and coordinate with all lease holders and undertake necessary rent reviews, property inspections while ensuring all records are completed and compliant with lease terms and maintenance requirements.
8. Responsible for day-to-day decision making and for providing clear and concise written advice and recommendations on property matters, preparing of Council reports and work within a team.
9. Ensure effective and timely responses to requests for service in relation to Council's property portfolio, in addition to other administrative and special project functions as required.
10. Generate purchase orders and financial transactions, monitor receipt of goods/services and ensure purchases allocated in the appropriate program.
11. Register correspondence and action tasks within identified timeframes in accordance with Council's Electronic Records Document Management System (ERDMS).
12. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position.

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- Working with Children and the Aged (Blue Card).
- Justice of the Peace qualification or eligibility to obtain (desirable).
- Qualification in a relevant field (e.g., Paralegal, Community Development) (desirable).

5. KEY SELECTION CRITERIA

1. Proven written and oral communication skills, negotiation, and consultation skills, including the ability to develop and maintain cooperative relationships with internal and external stakeholders.
2. Demonstrated problem solving skills and initiative, with a high degree of flexibility, including the ability to initiate and respond effectively to change.
3. Willingness to work with community groups, negotiate with community organisations, stakeholder engagement.
4. Proven ability to interpret and understand the legal implications of lease and tenancy agreements and provide appropriate advice.
5. Demonstrated project management experience with knowledge of the efficient preparation and management of lease registers, property inspection programs and maintenance programs.
6. High level of proficiency in the use of the MS Office Suite together with working knowledge of corporate and financial software systems.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Liveability: Darryl Brooks	Signature: 