

**Job Title & Position Number:** Coordinator Land & Leasing (Ref: 1172)

**Level:** 10

**Line Manager:** Manager Property Services

**Direct Reports:** Property Officer

**Location:** Civic Centre

**Date Reviewed:** March 2024

## 1. Job Purpose

This position is responsible for the ongoing effective management of the City's land acquisitions, rationalisations and disposals, as well as overseeing lease agreements for a number of assets within the City's property portfolio.

## 2. Organisational Context

The position of Coordinator Land & Leasing is part of the Property Services branch within the Development Services Department. In total, three (3) branches report to the Development Services Director. Other branches include City Growth and Regulatory Services.

## 3. Key Accountabilities

- Manage the City's land acquisitions, disposals, community and commercial property leasing.
- Manage the day-to-day operations in support of the City's land and property leases, inclusive of property inspections and lease review, extension and renewal.
- In conjunction with the Manager Property Services, develop, implement and monitor a land acquisition, development and disposal strategy(s).
- Develop policies, procedures and strategies on key property management issues in accordance with Council processes.
- Provide advice on land transactions, sales, and ongoing land management in relation to environmental, structural and legislative requirements.
- Ensure high standards are met in accordance with statutory legislation and council policy requirements.
- Ensure the provision of professional, timely and effective advice on property matters to internal and external customers.

- Provide leadership, guidance and direction to ensure employees work productively, efficiently and reach their objectives in a timely manner.
- Ensure all documentation is recorded and maintained in line with the City's document management system and City policies.
- Prepare reports and briefing notes related to land and property matters to Council and Executive.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

#### 4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:

<p><b>SERVICE</b></p> <ul style="list-style-type: none"> <li>• <i>We will make customers the focus of everything we do.</i></li> <li>• <i>Our service will be fair, flexible, innovative and reliable.</i></li> <li>• <i>We will show genuine concern for customers.</i></li> </ul>
<p><b>TRUST</b></p> <ul style="list-style-type: none"> <li>• <i>We will trust the foundation of all relationships.</i></li> <li>• <i>We will rely and depend on each other.</i></li> </ul>

<ul style="list-style-type: none"> <li>• <i>Our communications will be open and genuine.</i></li> </ul>
<p><b>ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>• <i>We will honour our commitments.</i></li> <li>• <i>We will take responsibility for our own actions.</i></li> <li>• <i>We won't blame others.</i></li> <li>• <i>We will hold each other accountable for our actions and behaviours.</i></li> </ul>
<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• <i>We will treat others like we would like to be treated.</i></li> <li>• <i>We will listen before we talk.</i></li> <li>• <i>We will seek and value the contributions of others.</i></li> </ul>
<p><b>SOLIDARITY</b></p> <ul style="list-style-type: none"> <li>• <i>We will be united in our decisions.</i></li> <li>• <i>We will be united in our actions.</i></li> <li>• <i>Our strengths will come from interdependence.</i></li> </ul>

## 5. Selection Criteria

**All criteria essential unless otherwise stated.**

### Qualifications and Experience

- Degree in Property Management (or related field) and relevant experience or lesser qualification with significant experience
- Advanced Diploma of Management or equivalent
- C class drivers licence
- Extensive diverse experience in all aspects of property rationalisation and management, including the management of complex lease agreements
- Extensive diverse experience in providing advice in all areas of property development and land rationalisation

### Knowledge and Skills

- Detailed knowledge of statutory regulations, policies, practices and procedures related to property legislation
- Detailed knowledge of property management and valuation principals
- Demonstrated ability to meet deadlines and work under pressure in a changing environment
- Ability to think strategically, developing and refining systems and processes to remain aligned with changing legislation and industry best practice

- Demonstrate a high level of interpersonal, communication, negotiation, problem solving and judgement skills
- Demonstrated ability to lead, manage and motivate staff, whilst ensuring appropriate training and knowledge transfer
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles