POSITION DESCRIPTION

LEASING, LAND & PROPERTY SERVICES MANAGER

POSITION DETAILS

Date of Position Description	July 2024
Position Title	Leasing, Land & Property Services Manager
Position Grade	18
Directorate | Business Unit	Finance and Information| Property Assets, & Services
Reports to	Chief Property & Assets Officer
Position Location	9 Wentworth Street, Parramatta NSW 2125
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Leasing, Land & Property Services Manager will lead a capable, multidisciplinary team to achieve Council's strategic objectives and vision of being a Global City. This role will have oversight and accountability for the implementation of Council's Land & Property and Leasing strategies, including specific projects that relate to the design and implementation of property development projects, key strategic investment, and development outcomes to ensure that they deliver value to our community.

KEY RESPONSIBILITIES

Role specific

- Oversee the Leasing and Land & Property Services teams to provide maximum benefit to the community from the management and facilitation of property and space in accordance with Council's Property Strategy and policies.
- Lead & oversee the preparation and presentation of associated property development business cases and feasibility, including the analysis of risk, community benefit and financial return and project manage their implementation, ensuring best value outcomes that are fit for purpose and achieve strategic objectives for the community.
- Provide governance, leadership and management of the leasing and property administration processes and contractual obligations, ensuring strong relationships between Council and relevant parties, both internal and external.
- Ensure that property systems, process and procedures support the key accountabilities and deliverables of the directorate and align with Council's enterprise systems.
- Manage property and lease transactions to ensure assets support the effective delivery of services to the community.
- Develop, recommend and manage financial and budgetary requirements related to property and land development projects, including cash flow and budget forecasting.
- Preparation and management of requests for approval including the drafting of Council reports, briefing notes and recommendations to management.
- Manage operational and contractual reporting to satisfy Council's statutory and internal reporting requirements.

Generic

- Lead the team to undertake necessary stakeholder engagement activities to develop and nurture consultative relationships between Council and community stakeholders to develop strong partnerships.
- Manage the function's annual budget and provide key inputs to the budgeting and forecasting processes to promote sound financial sustainability.
- Lead, manage, coach, and develop a team of professionals in the designated area of expertise to promote accountability and alignment towards achieving desired organisational outcomes.
- Organise areas to ensure that all practices are up to date with current and pertinent legislation, statutory regulations, and best practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Continually monitor and assess capability of the Unit, with a view to modernise, adapt and continuously improve through practices, optimisation of technology and procedures.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Actively lead and manage the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Lead and promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications

- Degree in Business Management, Land Economics, Valuation, Property, or similar discipline.

Skills

- Demonstrated strategic planning skills including the ability to develop written action plans with clearly defined objectives and strategies that respond to identified needs both current and future.
- Exceptional ability to communicate, negotiate, build relationships, and influence others with an engaging approach and technique.
- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.
- Highly advanced change management leadership within a highly complex stakeholder environment.
- Highly developed commercial skills including business planning, human resources, marketing, and business development.
- Experience in a Project Management role within the property industry or Local Government.

Experience

- 7+ years' experience in property leasing and development, with a proven track record of achieving strategic objectives.
- Significant experience in leading diverse, multidisciplinary teams and delivering services to a high standard to meet financial and other business performance criteria.
  Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.
- Registered Valuer and Associate Member of the Australian Property Institute is desirable.