

COMMERCIAL LEASING OFFICER, ACMA

POSITION DESCRIPTION

Position Title:	Commercial Leasing Officer, Adelaide Central Market Authority (ACMA)
Responsible To:	Manager, Commercial and Property, ACMA
Council Portfolio	Corporate Services
Council Program:	Adelaide Central Market Authority (ACMA)
Classification Level:	Salaried, Level 6

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of Program

The City of Adelaide recognises the important economic and cultural role of the Market and has established the Adelaide Central Market Authority (ACMA) to build a solid and sustainable foundation for the Adelaide Central Market's future. The role of Adelaide Central Market Authority (ACMA), as a subsidiary of City of Adelaide (CoA), is to oversee the management and operations of the Adelaide Central Market as a commercially sustainable, diverse, iconic, and unique fresh produce market.

More than 8 million people visit the world-renowned Adelaide Central Market each year. A community favourite since 1869, the fresh food and produce Market is making history again with a once-in-a generation development which will more than double the Market's current footprint with opportunities to extend the exceptional collection of fresh produce, specialty food, beverage retailers, dining experiences. It is the Authority's vision to be the world's leading food and produce market.

Key Relationships / Interactions

Internal	Employees across the ACMA Program ACMA Chairperson and Board Members, Development & Property Board Committee City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams Lord Mayor and Councillors
External	Customers and community members Adelaide Central Market Traders Community partners, precinct and local businesses South Australian Local Government Bodies Consultants, Service Providers and Suppliers

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Primary Purpose

As part of the ACMA Program the Commercial Leasing Officer will support the Manager, Commercial and Property, ACMA in the management of the commercial and property functions of the Adelaide Central Market ("Market")

The role contributes to the continuous improvement and performance of the Market through the management and delivery of a fully leased and compliant property portfolio. This will include financial and administrative oversight of leases and licences, agreement compliance and the delivery of fit outs and tenancy alterations.

Responsibilities

The Commercial Leasing Officer is responsible for;

- Contributing to the management of the Market's commercial and property function, ensuring the delivery of high-quality services to customers in accordance with community and customer expectations while minimising expenditure to maximise the profitable returns to Council.
- Managing and negotiating the leasing and licencing requirements of all premises within the Market in accordance with the Retail and Commercial Lease Act 1995, ACMA's leasing framework, retail mix strategy and core qualities for incoming tenants, lease renewals, assignments, vacating tenants and adhoc agreements, under the supervision of the Manager.
- Updating leases and licences templates as required, as well as lease and finance administration procedures, framework, reporting, and associated risk controls.
- Assisting with overseeing the timely delivery of fit outs and tenancy alterations in line with stall fit-out guidelines.
- Scheduling and undertaking periodic inspections of the premises to ensure agreement and operational compliance.
- Leading and managing the ACMA Online Home Delivery and Click and Collect program, including communications to stakeholders and managing customer complaints.
- Assisting with marketing initiatives and Expression of Interest (EOI) processes to attract high-quality tenants and minimise vacancy timeframes.
- Building strong relationships with existing and prospective tenants and supporting trader success to enhance customer experience and align with ACMA Strategic Plan.
- Managing tenants' requests, compliance and communications: welcome and induct new traders, resolve operational issues, ensure compliance with lease terms, debt recovery and issue breach notices as required.
- Reviewing and finalising monthly invoicing and lease instructions to ensure they are accurate prior to finalisation/distribution and provide regular reporting (including rent, annual rent reviews, utilities, outgoings, sundry charges and other costs).
- Covering the leasing and financial management responsibilities of the Leasing Coordinator as required.
- Working collaboratively and proactively with ACMA team to carry out or assist in various administrative and project duties which align to delivering outcomes as per the ACMA Strategic Plan and annual Business Plan.

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Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Position Criteria

Qualifications	A tertiary qualification in relevant discipline (Business Management, Commerce, Real Estate) and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
Financial Skills & Acumen	Understanding of, and experience or education in general accounting principles (accounts payable and receivable).	Desirable
Technical Knowledge & Experience	Retail leasing experience delivering complete outcomes from deal inception to lease administration and fit outs completion. Extensive experience in the leasing of large and mix use commercial and retail facilities, with a track record of successful negotiations. Proven ability to provide timely, reliable and expert advice on matters within the area of responsibility and excellent technical knowledge of the Retail & Commercial Leases Act 1995.	Essential
	Experience in lease management and Progenesis software.	Desirable
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Demonstrated ability to plan and operate efficiently under pressure to complete work.	Essential
Innovation & Initiative	Ability to exercise initiative, innovative thinking to develop simple and powerful solutions to drive performance and results.	Essential
Resource Management & Decision Making	Ability to be pro-active, prioritise and be flexible when responding to changing demands. Demonstrated ability in making decisions within a team environment and the ability to use discretion and sound judgement in dealing with issues, as necessary.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within the area of responsibility.	Essential
Collaboration & Communication	Well-developed team-work skills and the ability to build positive working relationships within the Program and across the organisation. A high level of written and verbal communication skills, including tact and diplomacy and able to display such skills to all levels within the organisation.	Essential
Administrative Skills	Excellent time management and prioritisation skills with a high focus on attention to detail. Proven ability to operate in an electronic office environment including electronic records management.	Essential

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Special Conditions

- Acting as Duty Manager for the Market on rostered basis including enacting emergency procedures.
- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.