

COMMUNITY LEASING COORDINATOR

POSITION DESCRIPTION

Position Title:	Community Leasing Coordinator
Responsible To:	Senior Advisor, Corporate & Commercial Leasing
Council Portfolio:	City Infrastructure
Council Program:	Strategic Property & Commercial
Classification Level:	Salaried, Level 7

Overview of Portfolio

The City Infrastructure Portfolio is responsible Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Strategic Property & Commercial Program leverages the development and management of Council's property assets and identifies opportunities in partnership with the private and public sectors, to generate income, create employment opportunities, and reinvigorate City precincts, building a prosperous City.

Key Relationships / Interactions

Internal	Employees across the Strategic Property & Commercial Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Community and commercial lessees and licensees State government agencies Educational institutions and recreation and sport organisations and associations

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Primary Purpose

As part of the Strategic Property & Commercial Program, the Community Leasing Coordinator is responsible for the management of commercial and community leased and licensed facilities within the Adelaide Park Lands.

Responsibilities

The Community Leasing Coordinator is responsible for:

- Management of Council's Park Lands property portfolio to ensure a balanced approach to the use of the portfolio, while positively leveraging the assets for community benefit.
- Providing strategic, policy and legislative property management advice to key internal and external stakeholders to support the delivery of Council's Strategic Plan.
- Reviewing and amending relevant community property related policies, guidelines and documents by undertaking relevant internal and external consultation and reporting to relevant committees and Council.
- Partnering with internal and external stakeholders in the development of Park Lands projects to support the delivery of Council's Strategic Plan.
- Scheduling and undertaking regular facility inspections ensuring all lessee's and licensee's housekeeping are too standard and in accordance with their lease/licence.
- Integrating and engaging with internal program and relevant strategies as necessary and manage ongoing cross program management responsibilities.
- Negotiating new and current Park Lands tenants' lease and licence renewals and amendments on a basis consistent with Council policies, strategies, plans and guidelines.
- Coordinating community engagement and expression of interest processes in accordance with statutory obligations and relevant Council policies and guidelines.
- Capturing and analysing data on the use of leased and licensed facilities in the Adelaide Park Lands.
- Providing advice and input into budgets and financial planning for the Leasing Team.
- Developing and maintaining positive and constructive relationships with Council's Park Land lessee's and licensees and providing advice and support in all respects to these groups.
- Managing Community lease and licence documents ensuring they are fully executed and that all policies and procedures are adhered to through the public consultation, expression of interest and legal processes.
- Undertaking and managing all rent reviews as prescribed in leases ensuring all rentals are administered in accordance with their lease/licence.
- Preparing concise reports for Kadaltilla/Adelaide Park Lands Authority and Council.

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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.

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Position Criteria

Qualifications	An appropriate tertiary qualification in property management or related discipline or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Proven ability to manage external relationships to the benefit of the organisation.	Essential
Financial Skills & Acumen	Extensive understanding of community infrastructure development and management including asset life cycle models and providing advice around long term budgeting and forecasting for asset renewal programs.	Essential
Technical Knowledge & Experience	<p>Extensive knowledge of property management practices, and related regulations and legislation.</p> <p>Extensive understanding and experience in the principles and processes relating to property management including lease management and renewal, lease negotiations, lease reviews and tenant client management.</p> <p>Extensive experience in researching, analysing, interpreting and presenting property management data.</p> <p>Extensive understanding of community engagement principles and experience in community engagement processes.</p>	Essential
Project Management	Highly developed project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.	Essential
Innovation & Initiative	<p>Proven experience in applying/managing best practice principles and practices to the development and delivery of strategies, plans, initiatives, programs, policy and procedures for the management of community land, and monitoring and reporting on outcomes.</p> <p>Ability to work independently with a high level of initiative and motivation to effectively deliver outcomes and work to deadlines.</p>	Essential
Resource Management & Decision Making	<p>Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	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 and reliable and expert advice.	Essential

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<p>Collaboration & Communication</p>	<p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>Demonstrated ability to provide high quality written reports and strategic infrastructure advice.</p> <p>Ability to consider political considerations and various decision paths before acting on issues.</p>	<p>Essential</p>
<p>Administrative Skills</p>	<p>Sound knowledge of Microsoft Office Suite.</p> <p>A thorough understanding of practices, procedures and outcomes required of a records management system.</p> <p>A high level of organisational and time management skills.</p> <p>An awareness of Occupational Health Safety & Welfare issues, standards and actions in the work place.</p>	<p>Essential</p>
<p>Government Experience</p>	<p>Experience working in a government environment.</p>	<p>Essential</p>

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Our Values

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

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

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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Special Conditions

- 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 MySafety Team (OSCAR).**

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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.