SENIOR PROPERTY OFFICER
POSITION DESCRIPTION

Position Title:	Senior Property Officer
Responsible To:	Manager, Property Leasing
Council Portfolio	City Infrastructure
Council Program:	Strategic Property & Commercial
Classification Level:	Salaried, Level 6

Overview of Portfolio

The City Infrastructure Portfolio is responsible for 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	Elected Members Public & Community CoA Tenants/Landlords External Service Contractor providers



Primary Purpose	As part of the Strategic Property & Commercial Program, the Senior Property Officer will manage the property portfolio, providing expert advice across leasing, tenancy management, rent reviews, property transactions, and stakeholder engagement. The role is accountable for maximising portfolio performance, optimising tenancy mix, ensuring compliance with legislative and governance requirements, and delivering positive commercial outcomes for Council.
Responsibilities	The Senior Property Officer is responsible for; • Providing expert leasing advice to the Manager, Property Leasing and negotiating vacancy leases, renewals, extensions, and other tenancy matters. • Undertaking rent reviews and administering leases in accordance with contractual requirements. • Managing lease renewals, extensions, and offers to lease from initiation through to execution. • Liaising with solicitors and coordinating legal documentation to ensure compliance with Council policies and procedures. • Preparing correspondence, reports, and Council/Committee reports within established timeframes. • Coordinating and preparing lease documents, ensuring lease documentation, disclosure statements, guarantees, and related agreements are fully executed and accurately maintained. • Maintaining property, lease, and legal document registers, ensuring accurate record management and traceability. • Professionally managing Council's commercial property portfolio to maximise revenue and support an optimal tenancy mix. • Developing and maintaining positive tenant relationships, acting as the primary contact for tenancy-related matters and dispute resolution. • Monitoring tenant compliance with lease obligations, including insurance requirements, and manage breaches where necessary. • Conducting regular property inspections, maintain inspection records, and oversee resolution of outstanding issues. • Coordinating tenant maintenance requests, minor works, contractor engagement, fit-outs, and make-good requirements. • Managing rental arrears, debt recovery, and collection of lease rentals and associated charges. • Assisting with the preparation, monitoring, and reconciliation of property income, expenditure, and outgoings budgets. • Managing Council land disposal processes, including liaison with valuers, adjoining landowners, and property professionals. • Coordinating and undertaking public consultation activities and ensuring compliance with governance, reporting, and statutory requirements. • Maintaining accurate tenancy, community land, bank guarantee, and property data records within Council systems, including Assetic and Content Manager. • Preparing reports and recommendations relating to community land management, property transactions, and portfolio performance. • Preparing annual property outgoings budgets and annual outgoings reconciliation process.



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



Position Criteria

Qualifications	A tertiary qualification in Business and/or Property or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	**Essential**
Financial Skills & Acumen	Ability to provide input into budgets for Corporation managed properties and monitor budgets of income and expenditure. Demonstrated ability to understand standard financial reporting, including budgeting, profit & loss, cost benefit analysis and forecasting / projections.	**Essential**
Technical Knowledge & Experience	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. Extensive experience in researching, analysing, interpreting and presenting property management data. Extensive understanding of community engagement principles and experience in community engagement processes. An understanding and working knowledge of the following legislation is desirable: • Local Government Act 1999 • Real Property Act 1886 • The Retail and Commercial Leases Act 1995 • Landlord and Tenant Act 1936	**Essential**
Project Management	Some project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.	**Essential**
Innovation & Initiative	Experience in applying/managing best practice business principles and practices to the development and delivery of strategies, development plans, initiatives, programs, policy and procedures for the management of major development initiatives, and monitoring and reporting on outcomes. Display an ability to perform duties without supervision and to work under pressure.	**Essential**
Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	**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**



	Act with professional integrity and innovation in the management of properties, and in dealing with internal/external tenants, contractors etc.	
Collaboration & Communication	Ability to relate and work successfully with a wide range of people including senior management, general public, which supports a sound customer service philosophy. Ability to liaise successfully with tenants and external business partners to ensure the Corporations interests are adhered too.	**Essential**
Administrative Skills	Sound knowledge of Microsoft Office, Excel, Property Management Systems. A thorough understanding of practices, procedures and outcomes required of a records management system. A high level of organisational and time management skills.	**Essential**
Government Experience	Experience working in a government environment.	**Desirable**

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	✓			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	standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. **PPE:** Office attire and appropriate footwear.
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.