

DECEMBER 2021

Position Description

Position Title:	Property Coordinator
Position Number:	#1114
Reporting to:	Trade and Commercial Manager
Location:	Geraldton
Conditions of Employment:	Mid West Ports Authority General Staff Enterprise Agreement (EA) 2021 - Level 4

PURPOSE

Reporting directly to the Trade & Commercial Manager (TCM), the Property Coordinator (PC) is responsible for leading interactions with existing lease and licence holders with a focus on administering and managing the property portfolio within the Port of Geraldton estate and the monitoring of service delivery to and lease performance by the lessees.

The PC is responsible for leaseholder engagement and lease management. The PC is also responsible for facilitating new leases by supporting new customers' progress through MWPA's due diligence and approvals processes. The PC is responsible for development and delivery of processes and reporting related to lease activities and performance.

The PC supports other MWPA divisions in their engagement(s) with leaseholders. The PC works closely with the Trade Coordinator to ensure aligned engagement, coverage and support.

The PC will also administer the FBH Pen Booking activities and carry out credit control activities.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
LEADERSHIP	<ul style="list-style-type: none"> ▪ Live Organisational Culture by upholding MWPA Values and Mission ▪ Continuous Improvement of Trade team process and service delivery. Contribute to wider organisational improvements ▪ Health and Safety – promote MWPA safety culture ▪ Lead Lease Management activities
COMMERCIAL & TRADE	<ul style="list-style-type: none"> ▪ Stakeholder Management through development and delivery of the property stakeholder engagement plan for lessees and stakeholders ▪ Property Management <ul style="list-style-type: none"> ○ Development and maintenance of MWPA land/property register

	<ul style="list-style-type: none"> ○ Development & maintenance of lease register and key lease terms ○ Monitoring and management of lease performance ○ Lease administration including invoicing, rent reviews ○ Guidance for new lessees through MWPA due diligence process ○ Internal and external coordination of lease inspections and audits ▪ Support for other internal depts <ul style="list-style-type: none"> ○ Support other MWPA depts' engagement with lessees ○ Monitor and guide MWPA service delivery performance ○ Supports new and existing customer visits ▪ Reporting – develop and provide regular updates on; <ul style="list-style-type: none"> ○ Lessee engagement, ○ Lease performance, inspections and rent reviews ○ Property performance and revenues ▪ Coordinate (with TC) Customer Feedback and User Group interactions ▪ Represent Trade team on internal and external working groups ▪ Coordinates FBH Pen Booking activities
QUALITY ASSURANCE	<ul style="list-style-type: none"> ▪ Process Documentation including Procedures & Standard Work Instructions ▪ Development, implementation and maintenance of CRM
COMPLIANCE	<ul style="list-style-type: none"> ▪ Reporting, Auditing and Administration ▪ Safety Compliance & Performance ▪ Abide by MWPA Policy, Procedure and Relevant Legislation

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Relevant Tertiary Commerce Qualifications or 3-5 years business experience in a commercial environment, preferably with a property related background.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- A good communicator with well-developed written and verbal communication skills;
- Property management skills highly regarded;
- Good mathematical, financial and analytical skills;
- Demonstrated time management skills with ability to multitask and manage concurrent priorities;
- Highly motivated self-starter who is able to work independently with minimum supervision; and
- Strong computer skills in Microsoft Word, Excel, PowerPoint and Outlook. Experience with an ERP system preferable but not essential

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE