

POSITION DESCRIPTION

Position Title	Property Contract Specialist
Position Code	7188
Directorate	Corporate & Leisure
Work Group	Governance
Position Classification	Band 7
Effective Date	May 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Manage Council's lease and licence arrangements, ensuring all agreements are current and compliant with relevant laws and policies. This role involves negotiating and renewing leases and licences, liaising with solicitors and valuers, providing strategic recommendations for property management, and continuously improving this function. The specialist will also correct land ownership anomalies, facilitate effective property use, and support the Manager Governance by providing accurate information on lease and licence arrangements, aiming to optimise Council's property assets and lease operations.

2. Working Relationships

Reports to	Governance Manager
Supervises	N/A

3. Key Responsibilities

3.1 Leasing and Licencing

3.1.1 Drive the transformation of the leasing & licencing function and service, continuously improving processes, systems, service, and revenue.

3.1.2 Provide strategic recommendations for the effective management and optimisation of Council's property assets by analysing market trends and property values to inform decision-making and identifying opportunities for revenue generation and cost savings.

3.1.3 Manage and oversee council's lease and licence agreements, ensuring they are current and compliant with relevant legislation and policies, and maintain accurate records of all agreements.

3.1.4 Negotiate lease terms and renewals with tenants, coordinating with colleagues, legal advisors, and valuers to finalise agreements, and ensure timely renewal of leases to avoid lapses.

3.1.5 Partner with council business owner regarding the management of council assets

3.1.6 Coordination of sale and purchase of land and property

3.1.7 Facilitation of council approvals of capital works on council owned and managed land/property

3.1.8 Liaise with solicitors for legal advice and documentation and monitor compliance to address any issues or breaches promptly.

3.1.9 Support the Governance Manager by providing accurate and timely information on lease and licence arrangements, assisting in budget preparation and financial planning related to property assets, and monitoring and reporting on lease income and expenditure.

3.1.10 Act as the primary point of contact for tenants, solicitors, valuers, and other stakeholders, addressing tenant inquiries and resolving issues promptly, and fostering positive relationships with internal and external stakeholders.

3.1.11 Liaise with Property and Revenue Officers to ensure that rentals are correctly invoiced per the Lease/Licence and indexed annually where appropriate.

3.1.12 Efficient administration of the responsibilities and obligations contained in each licence or lease including, compliance with Public Liability obligations and other insurance requirements.

3.1.13 Undertake an annual reconciliation of all Council's leased/licenced properties ensuring that a current agreement is in place and the rentals are correct.

3.1.14 Prepare regular reports on lease and licence activities, including performance metrics and compliance status, and maintain comprehensive documentation for all lease and licence agreements.

3.1.15 Identify and correct land ownership anomalies, working with relevant stakeholders to resolve discrepancies.

3.1.16 Facilitate the effective use of Council properties to maximize community benefit, ensuring properties are utilized in accordance with strategic objectives and community needs.

3.1.17 Identify opportunities for process improvements, implementing best practices in lease and licence management, and stay updated with industry trends, legislation changes, and best practices.

3.1.18 Responsible for Documentation and record management, with assistance from the Advisor and Governance team.

3.2 Additional Responsibilities

3.2.1 Attend and contribute to council meetings as required.

3.2.2 Provide training and support to other council staff on leasing and licensing matters.

3.2.3 Assist in special projects and initiatives related to property management as directed by the Manager Governance.

3.2.4 Support other elements of the governance function as required

3.2.5 Undertake and provide cross skilling for the governance team

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to, on occasion, lift items unspecified in weight within individual limits.

5. Accountability and Extent of Authority

5.1 Responsible in conjunction with the Manager - Governance for all matters necessary for the efficient, effective, and accurate administration of the leasing and licensing records and revenue collection for council property.

5.2 Authority to provide specialist advice in response to enquiries.

5.3 Authority to provide specific leasing and licensing information subject to statutory and specified guidelines.

5.4 Authority to provide input into policy development within the council property management function.

6. Judgement and Decision Making

6.1 Develop and implement policies and procedures related to leasing and licensing, ensuring all procedures are documented and communicated effectively.

6.2 Guidance is not always available within the organisation.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Keyboard skills and considerable ability to operate computerised equipment.

7.1.2 Proficiency in the application of statutory requirements in relation to leasing and licensing function.

7.1.3 Well developed numerical skills.

7.1.4 Extensive experience in lease and licence management including negotiating property agreements.

7.1.5 Analytical and investigative skills required to enable the formulation of policy options within a broad Council perspective.

7.1.6 A sound knowledge of property law and relevant legislation budgeting and relevant accounting and financial procedures is essential.

7.2 Management Skills

7.2.1 Demonstrated ability to plan, organise, set priorities and manage time, including that of relevant staff members to ensure resources are optimised and outcomes achieved within agreed timeframes despite conflicting pressures.

7.2.2 Ability to work effectively and make a positive contribution to a team environment.

7.2.3 Create, embrace and lead change. Manage resistance to change.

7.3 Interpersonal Skills

7.3.1 Demonstrated ability to liaise effectively with most levels of staff, external agencies and with the wider community to achieve identified goals.

7.3.2 Excellent interpersonal skills with a proven track record in dealing diplomatically with complaints and enquiries of a sensitive nature.

7.3.3 Ability to lead, motivate and develop other to provide a quality service.

7.3.4 Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.

8. Qualifications and Experience

8.1 Tertiary Qualifications in a property related field, business, finance or legal discipline and/or substantive experience within property and revenue.

8.2 Extensive experience in property management

8.3 Experience in the operation of general office equipment and records.

8.4 Ability to reconcile and review accounts and records.

8.5 Knowledge of relevant legislative provisions.

8.6 Substantial computer operation experience.

8.7 Knowledge of election processes.

9. Key Selection Criteria

9.1 Well developed leadership skills and experience in supervising staff.

9.2 Tertiary Qualifications in Business / Finance or Legal discipline and/or substantive experience within property and revenue systems.

9.3 Ability to liaise effectively with ratepayers and other stakeholders, internally and externally.

9.4 Extensive experience in management and administration of a revenue and property system.

9.5 Ability to undertake investigations and implement process improvement.

9.6 A high level of accuracy and an eye for detail.

9.7 Skills and experience in conflict management and resolution.

9.8 Understanding of relevant legislation and regulations, with a demonstrated ability to interpret and apply these to a relevant situation.

Authorised by: Director – Corporate & Leisure

Date: 19/6/24

Employee's Signature:

Date: