

Job title: Senior Adviser, Property & Leasing	
Classification: SEO	Effective Date: July 2024
Reports to: Director City Development	Tenure: 12-month max-term

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous, and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive, and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures, and training to achieve these commitments.

Goal Statement

The primary purpose of this position is to strategically advise, actively plan and effectively manage Council's Property and Leasing portfolio of work ensuring integration across Council and achievement of Council objectives. Portfolio areas include:

- Community and recreation buildings and facilities including community buildings & halls, facilities in sporting ovals and play areas, cultural facilities, aquatic centres, libraries, and public amenity buildings.
- Commercial properties and all property related activities such as land acquisition, sales, leasing, licensing, road encroachments, road closures, road dedication, easements, and rights of way.

This position leads Council's Property and Leasing function and services proactively identifying and addressing complex issues. The role advises on and oversees statutory requirements for property management, acquisition and disposal, valuation matters and property leasing. The role will develop the required Property & leasing policies, and drive adherence, that will deliver the Whitehorse City Council Vision.

The role will foster a collaborative culture building strong and effective relationships with key internal and external stakeholders whilst leading a targeted team to deliver high-quality output across the Property and Leasing portfolio of work.

Key Responsibilities

Position Specific Responsibilities:

- Collaborate with Transformation's Coordinator Strategic Property Program to develop a strategy, framework and associated policy for Council's Property & leasing portfolio by November 2024.
- Lead and develop Council's Property and Leasing function and services to provide efficient service delivery, meet performance measures and achieve portfolio level objectives and goals.
- Provide specialist advice and manage property and leasing matters to facilitate timely and optimal management of Council's Property and Leasing portfolio, including Crown Land matters, property acquisitions (including Compulsory Acquisitions) and disposals and property/spatial information.
- Proactively identify complex issues that affect the performance of Council's Property and Leasing portfolio, both from an operations and valuation perspective.
- Analyse property market intelligence and coordinate SME/Specialist recommendations for the possible disposal, development, acquisition, leasing, and licencing of Council property.
- Act as Council's Property Valuer assessing the value of land and buildings through continual review of data and an ongoing analysis of developments in the property market.
- Manage all Council valuations services including supplementary valuations, asset valuations and other ad hoc valuations.
- Ensure effective asset management (including Corporate Real Estate) where the Property and Leasing function are the asset owner, including reviewing and improving the way in which asset plans are developed.
- Collaborate and liaise, with the Transformation Department, on all aspects of Strategic Property Projects including the Key Strategic Sites program as required.

- Collaborate and liaise, with the Organisational Technology Department, on all aspects of property and leasing systems and related governance, including Geographic Information System (GIS).
- Effectively manage Council's Property Services including Acquisitions and Disposals (including compulsory Acquisitions).
- Effectively manage Council's Property Leasing program of work including Crown Land leases, ensuring appropriate compliance is undertaken that meets public sector and statutory requirements.
- Approve, under Council delegation, Council's land occupancy agreements, including leases and licences.
- Manage the Watts Street Car-Park and Harrow Street Car-Park management contracts ensuring that National Competition Policy principles and Council's Procurement Policy are adhered to.
- Manage the identification and potential purchase of land under Council's Open Space Strategy.
- In accordance with the *Local Government Acts 2020 and 1989* and the *Fire Services Property Levy Act 2012* oversee the rateability status of all properties in the municipality of Whitehorse.
- Ensure Property and Leasing matters addressed in accordance with the *Occupational Health and Safety Act 2004*.

People Responsibilities:

- Share strategic expertise across Property and Leasing to develop the professional skills of others across the organisation to ensure Council builds expertise and capability.
- Manage the Property and Leasing function and team. Provide equitable and sound people leadership, (including ensuring appropriate training, development, and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Act as the ambassador for organisational culture and values. Ensure values are embedded and upheld by role modelling constructive behaviours to build trust and support high standards of performance.

Organisation Responsibilities:

- Through local area planning, budgets and reporting actively enable delivery of Council's goals and objectives, ensuring effective monitoring of progress, results, and trends.
- Exercise financial management responsibilities and financial and P&C delegations when required.
- Develop and manage the Property & leasing budgets on behalf of Whitehorse City Council.
- Lead in the spirit and practice of Council's Code of Conduct, Collective Agreement and applicable policies, procedures and practices.
- Model and maintain confidentiality when accessing personal or other sensitive information of Council staff.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff in the Property & Leasing function.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the function.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to local area budget processes.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.
- Support, enable and encourage strategies and actions identified in Council's Gender Equity Action Plan (GEAP) to improve workplace gender equality.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget

Development, preparation, oversight, and management of the Property & Leasing budget.

People Leadership

- Provide leadership and management oversight to professional and technical staff and various professional contractors.
- Provide Subject Matter Expertise, advice and coaching to all relevant stakeholders across Council, relating to property management and leasing best practice and principles.

The position is responsible for the leadership of the whole local area function. Includes supervision of a team to ensure deadlines are met and to achieve specific and set objectives within resources available.

The decisions made by this position in relation to strategy, policy, and budget development, will have a substantial impact on the organisation and community, relating to revenue generation, land use and how Council can achieve its long-term vision.

Decision Making

Exercise judgment and solve complex problems. Make decisions independently and take an innovative approach. Ability to effectively manage complex and sensitive situations applying sound judgement and discretion. Exercise loyalty, judgment, and discretion regarding confidential issues.

This role will be required to resolve unique problems with no guidance, identifying various options to develop policy and processes relating to the Property and leasing portfolio. Provide guidance and leadership to the local area and to the organisation as the Property & leasing organisational SME. Leverage external networks to ensure Council maintains pace with industry leaders.

Decisions to be made will impact the local government sector and the broader property regional industry.

Key Relationships

The position will liaise and negotiate with leaders and employees at all levels of the organisation, including the Executive. As part of senior leadership, this role must foster strong collaborative working relationships across the organisation and wider Industry sector.

The position is required to negotiate and maintain a professional relationship with relevant internal bodies, industry bodies, government departments, peak organisations, legislative bodies, other Local Governments, relevant private sector organisations and appropriate local organisations and residents.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Relevant tertiary qualifications in a related field, ideally supported by either post graduate qualifications in a commercial discipline, membership of the Australian Property Institute or similar professional bodies.
- Relevant Property Leasing certification and Government accreditations.
- Understands the legal, socio-economic and political context that this role operates in, and the impact of decisions made.
- Diverse experience across various disciplines and knowledge of rateability, statutory valuations, property leases and property.
- Extensive property transaction experience including property leasing and compulsory acquisition.
- Demonstrated high level organisational and planning skills in developing, delivering, and monitoring of property and leasing portfolio and programs.
- Proven experience in planning, budgets and reporting ensuring effective monitoring of progress, results, and trends.
- Diverse experience in leadership and management of professional and technical staff including professional contractors.
- Excellent communication skills (written and verbal) including the ability to adapt communications to identified need and/or purpose, build relationships and gain cooperation with stakeholders with varied levels of understanding and/or experience.
- Highly developed problem solving, negotiation and influencing skills.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

Technology

- Advanced skills in Microsoft Office applications.

- Working knowledge of computer technology in the field of property.

Other Technical Skills

- Extensive knowledge and application of Property and Leasing legislation, regulation and code as it applies to local government, valuations, land and property matters including compulsory acquisition and rateability.
- Substantial knowledge of *Local Government Act 2020* and local government statutory obligations and best practice guidelines in relation to property matters and rateability criteria.
- Substantial property transaction skills including property leasing and compulsory acquisition.
- Substantial and demonstrated knowledge translating statutory and regulatory requirements to policies, procedures and practices ensuring compliance. Ability to evaluate and amend policy where required to meet organisation needs.
- Understanding and application of the National Competition Policy.

Interpersonal

- Outstanding communication and interpersonal skills to formulate effective working relationships with and to inspire the confidence across all levels of organisation and external contacts.
- Excellent presentation and written communication skills to enable the clear communication of information to a range of audiences.
- Ability to promote the Council vision, direction, and goals to employees.
- Diverse negotiation, problem solving and influencing skills in the pursuit of Departmental and organisational goals and objectives.
- High self-awareness and capacity to build trust and gain the confidence of others.
- A personal style that models integrity, equity, fairness, and transparency.
- Proven ability to manage a dynamic workload with competing priorities and operate independently effectively under pressure.
- Values driven, demonstrating high levels of emotional intelligence and integrity.

Leadership/management:

- Actively contribute to and enable corporate planning process and annual budget process.
- Plans, seeks, allocates and monitors resources to achieve outcomes on time and on budget under pressure and despite competing work pressures.
- Proven ability to lead, motivate and develop people to improve culture, engagement and performance, aligning people and organisational goals.
- Manage team performance and fosters an environment that encourages new ideas and provides support for the development of emerging skills.
- Ensure implementation and compliance of organisational policy, legislative and regulatory requirements.
- Manage team performance and fosters an environment that encourages new ideas and provides support for the development of emerging skills.
- Think strategically, particularly in relation to organisational level strategies, programs, and approaches.

Other attributes (desirable)

- Knowledge of local government operations and applicable legal and regulatory requirements an advantage.

Notes and Comments

- The incumbent may be required to work from different locations within the municipality.
- The incumbent may be required to attend out of hours work meetings.

Key Selection Criteria

- Relevant tertiary qualifications in a related field, ideally supported by either post graduate qualifications in a commercial discipline, membership of the Australian Property Institute or similar professional bodies.
 - Relevant Property Leasing certification and Government accreditations.
- Proven property transaction experience including property leasing and compulsory acquisition.
 - Demonstrated high level organisational and planning skills in developing, delivering and monitoring of property and leasing portfolio and programs.
 - Proven experience in planning, budgets and reporting ensuring effective monitoring of progress, results and trends.
 - Substantial knowledge of rateability, statutory valuations, property leases and property.
- In depth knowledge and application of Property and Leasing legislation, regulation and code as it applies to local government, valuations, land and property matters including compulsory acquisition and rateability.
 - Sound knowledge of local government statutory obligations and best practice guidelines in relation to property matters and rateability criteria.
 - Demonstrated knowledge translating statutory and regulatory requirements to policies, procedures and practices ensuring compliance.
- Established experience in leadership and management of professional and technical staff including professional contractors.
 - Excellent communication skills (written and verbal) including the ability to adapt communications to identified need and/or purpose, build relationships and gain cooperation with stakeholders with varied levels of understanding and/or experience.
 - Highly developed problem solving, negotiation and influencing skills.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

Physical Requirements

Position Title: Senior Adviser Property & Leasing

Location/Department: Property & Leasing

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Office Based work	Low	
Hand/Arm Movement Tasks involve use of hand/arms	Computer Keyboard Opening doors Whiteboard	High	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Office based work	Medium	
Standing Tasks involve standing in an upright position	Office based as required	High	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Office based work	Low	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Office based work	Low	Some stairs required
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office based work	Low	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Office based work	Low	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Keyboard Duties Tasks involve sitting at workstation and using computer.	Computer Keyboard Office based work	High	Ergonomic equipment supplied
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Computer work required Office based work Document reading	High	

Any other relevant comments: