

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Commercial and Residential Property Supervisor</b>
<b>Position Number:</b>	<b>11127</b>
<b>Directorate:</b>	<b>Corporate &amp; Commercial</b>
<b>Reports to:</b>	<b>Manager Governance &amp; Organisational Strategy</b>
<b>Supervises:</b>	<b>Housing Officers</b>
<b>Department:</b>	<b>Governance &amp; Organisational Strategy</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 6</b>

## 1. POSITION OVERVIEW

The Commercial and Residential Property Supervisor is responsible for overseeing commercial and residential leases and licenses within the organisation as well as assisting with the disposal and acquisition of land.

The officer will provide an administration, advice and support function to all teams across the organisation to ensure compliance with statutory requirements, systems, processes and policies pertaining to property matters.

## 2. DUTIES AND RESPONSIBILITIES

### 2.1 Team Supervision

- Assist with staff performance reviews.
- Assist with leave management of the team.
- Supervise and support team members including workload prioritisation.

### 2.2 Commercial Tenancies

- Responsible for lease management and property management at commercial sites such as The Quarter and its precinct.
- Attend relevant meetings and liaise with stakeholders including strata property managers, tenants, contractors and City officers on matters pertaining to the commercial tenancy.
- Organise the drafting of property leases, sub-leases, licenses, sub-licenses and short-term hire agreements that comply with Council policy, *Commercial Tenancy (Retail Shops) Agreement Act 1985*, *Strata Titles Act 1985*, associated regulations and any other commercial and legislative obligations.
- Ensure the requirements of lease agreements are being adhered to including organising routine building inspections, building improvements, restoration and maintenance works.
- Verify monthly reports, where required, for billing of leased properties.
- Conduct annual rent reviews, renewal or expiry of leases and licenses in a timely manner and in accordance with lease terms and conditions.
- Compile data for land tax with State Revenue Department.
- Ensure the Building Energy Efficiency Certificate (BEEC) is maintained which includes the Tenant Lighting Assessment and NABER rating.

### 2.3 Residential Tenancies

- Provide advice and direction regarding the *Residential Tenancies Act 1987* and the *Residential Tenancies Regulations 1989* and any other associated legislation.

- Responsible for leasing and property inspections e.g.: ingoing property condition reports, final bond inspections and routine inspections for the City's residential properties.
- Responsible for the allocation of housing to employees in accordance with delegated approvals.
- Ensure billing arrangements are established and performed in a timely manner (i.e. fortnightly rentals and periodic reviews, bond payments, utility charges where approved)
  - Comply with disposal arrangements when and where applicable.

#### **2.4 Service Worker Accommodation (SWA)**

- Responsible for regular and routine leasing and property inspections for SWA.
- Work with other parties in the allocation and availability of SWA to City property.
- Assist where required with selection evaluations associated with property disposal to identify suitable prospective tenants.
- Establish and coordinate processes that monitor tenants and their ongoing compliance to eligibility criteria for SWA.
- Responsible for the billing and recovery of charges associated with SWA tenants.
- Coordinate maintenance requests.

#### **2.5 Disposal and Acquisition of Land**

- Provide advice and guidance towards disposal and acquisition of land requirements.
- Liaising directly with Landgate, Titles Office, Real Estate Agents, Conveyancers, Department of Planning Lands and Heritage and Revenue WA.
- Liaising directly with Buyers/Sellers, where necessary.
- Arrange relevant documentation i.e. Contract for Sale of Land, GST Withholding Annexure, Transfer of Land, Caveats, valuations.
- Assist where required with the preparation to sell or acquire land.

#### **2.6 General Property Administration**

- Ensure all property management data is accurately maintained and up to date, including maintaining applicable register/s, software systems and online content.
- Maintain an accurate key register for all tenancies with established protocols as to the issuing and return of keys.
- Maintain and perform administrative functions pertaining to the lodgment and disposal of bonds, breaches, terminations, rent reviews, building maintenance requirements, inspections, lease/license preparation, variations, renewals, negotiations, valuations, billing etc.
- Attending Tribunals/Magistrates Court, when required.
- Update and maintain organisational leasing and property procedures, documents and templates in Process Manager to meet best practice standards.
- Assist with policy development and the review of risk management controls for leasing and property matters.
- Draft reports, including Council reports where required.

#### **2.7 Health & Safety**

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time

and resources to complete the inspection.

- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Works under general supervision of the Manager Governance & Organisational Strategy.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Accountable for ensuring efficient governance of leases, licenses and agreements in accordance with statutory provisions and Council policies.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.

#### **3.2 Judgement and Problem Solving**

- Ability to analyse property issues and understand the competing needs of stakeholders.
- Sound problem solving, negotiation, and conflict resolution skills.

#### **3.3 Specialist Knowledge and Skills**

- Proven knowledge and demonstrable experience in the application of relevant property and real estate legislation.
- Demonstrated knowledge of the functions of local government including the legislative, requirements of the *Local Government Act 1995* and associated Regulations.
- Ability to interpret relevant Commonwealth and State legislation particularly as it relates to Crown land.
- Proficient computer literacy skills and working knowledge of Microsoft Office products.
- Capacity to work autonomously and independently with high work ethics.
- Ability to maintain a high degree of confidentiality.

#### **3.4 Interpersonal Skills**

- Well-developed communication, interpersonal, and stakeholder engagement skills.
- Ability to prioritise workload and manage time effectively and efficiently.
- Demonstrated ability to lead a team in a collaborative and cohesive manner.
- Ability to work as part of a team and foster and maintain effective working relationships with all levels of staff and stakeholders, including tenants and their representatives.

#### **3.5 Qualifications and Experience**

- Current Real Estate and Business Agents License with DEMIRS, or other similar relevant property management qualification.
- Experience with the negotiation, drafting and implementation of leases at a commercial level is desirable, with experience in a local government context being preferred.
- Experience in the use of GIS and lease/property management computer systems is desirable.
- Exposure to corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports is desirable.
- Current C Class drivers' license.
- A National (or Federal) Police Clearance (no more than 6 months old) is required for this position.