

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	October 2022
Position Title	Commercial Leasing Officer		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2023</i>		
Classification	Band 2 Level 1- 4 (Depending on Qualifications)		
Division	Executive		
Section	Commercial Leasing		
Location	Bamaga		
Employment Type	Permanent Full-time		
Hours of Duty	36.25 hours per week		
Supervisor	Commercial Leasing Manager		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

Assist the Commercial Leasing Manager with managing existing commercial leases and licence arrangements, support new commercial leases and licence arrangements, and entering into new commercial leases and licence arrangements.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- Manage and maintain relevant documentation and records, including the Commercial Leasing Spreadsheet including updating information where required and producing reports
- File relevant hard and electronic copies of documentation in the Document Management System
- Follow up with Commercial Rental Arrears
- Undertake annual reviews of leases and licence agreements to confirm compliance with the terms and accuracy of charges made
- Support the preparation of papers for Trustee Meetings
- Support the administration of Trustee Meetings including organising catering and meeting booklets when necessary
- Undertake other duties as directed by the Commercial Leasing Manager and CEO

SELECTION CRITERIA

1. Certificate III in Business Administration and/or relevant experience in an office environment
2. Experience using Microsoft Office suite in particular Word, Excel and presentation software and accurate and efficient keyboard skills
3. Ability to maintain the highest confidentiality
4. Proven skills in organising and maintain relevant documentation and using electronic record management systems
5. Demonstrated excellent communication and interpersonal skills
6. Self-motivated and demonstrated commitment to Council values and experience in enhancing workplace culture and activities
7. Minimum of Queensland C Class provisional driver's licence
8. Experience working in a Local Government would be well regarded.