

POSITION DESCRIPTION

POSITION TITLE	Property & Leasing Officer
DIRECTORATE – BUSINESS UNIT	Development – Strategic Planning & Property
LEVEL - IA	5 - Salaried
RESPONSIBLE TO	Senior Property Services Officer

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

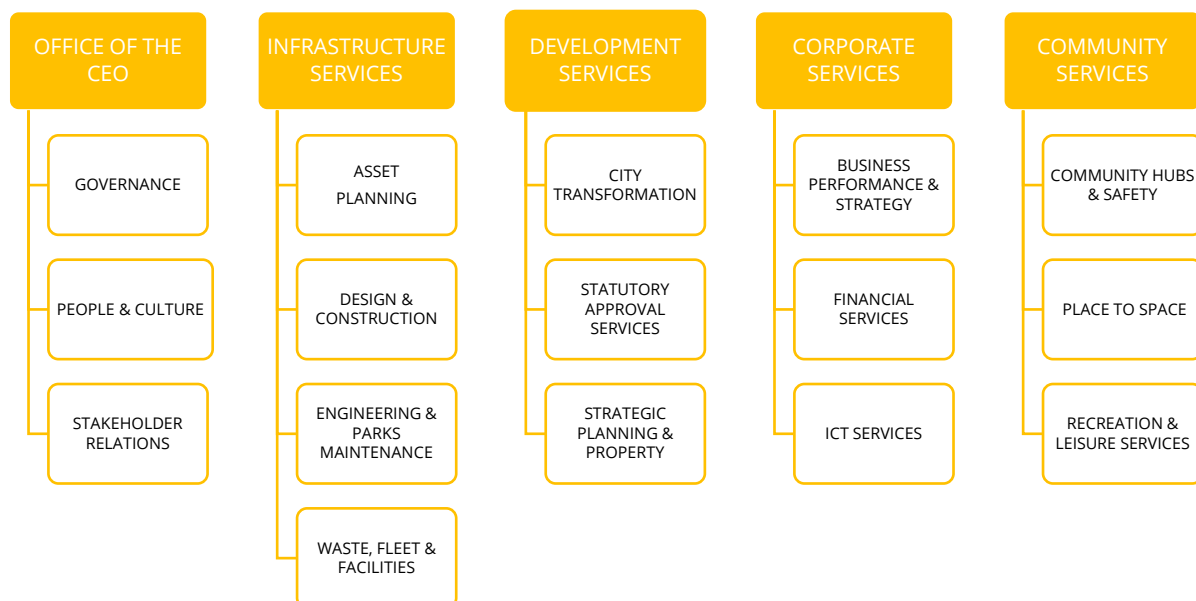
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Property & Leasing Officer position is required to provide property management and leasing services across the City-wide property portfolio.

Proactively undertake a broad range of related services that include, but are not limited to tenancy engagement, stakeholder engagement, customer service support and database management, under the direction of the Senior Property Services Officer and the Program Manager- Property.

- Act as primary contact point for all City tenants (community and commercial tenants) with regards to any lease/licence property related matters.
- Action requests for repair and maintenance, ensuring alignment with relevant obligations under the lease.
- Prepare and implement lease and license agreements for the City's buildings to community organisations and commercial tenants in accordance with Council policy and direction.
- Provide advice to tenants, City staff, residents, and landowners on lease-related matters as required, with support from senior team members.
- Support management to secure new tenants for City properties through Expression of Interest (EOI), Tender, or private treaty processes.
- Ensure the accurate recovery of rent and other payments under leases, including conducting rent reviews and apportioning utilities and other outgoings.

KEY RESULT AREAS

ORGANISATION SUPPORT

- To manage and undertake any such actions relating to the City's property portfolio that may be considered necessary to effectively deliver the objectives of the position and to support the Property Team in general.
- Contributes to the development of processes and procedures that support the work of the business unit.

CUSTOMER SERVICE – INDIVIDUAL AND TEAM

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.
- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner. Acts as a point of contact for customers and stakeholders and ensures that enquiries are addressed, resolved and/or re-directed for resolution.
- Effective, timely and professional communication with a range of customers and stakeholders including consultants, contractors, tenants.

ADMINISTRATION

- Prepares reports and briefs in functional area or activity tailored to the needs of the audience.
- Provide prompt and accurate monitoring of section activities and progress relating to Key Performance Indicators.

RECORDS DEVELOPMENT AND MAINTENANCE

- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Property management qualification (desirable)

SELECTION CRITERIA

1. Demonstrated understanding of property management services with an understanding of facilities/asset management principles (desirable).
2. Experience in the preparation, negotiation and administration of leases/licenses (desirable).
3. Experience fostering and maintaining relationships and networks with both internal and external stakeholders with excellent standards of customer service.
4. Demonstrated strong time management and communication skills with the ability to work both individually and within a team environment.
5. An understanding of the broad functions of Local Government.
6. Ability to effectively communicate and present information, both verbally and in writing, via all standard forms of business communication (including emails, memos, letters, reports, policies, procedures, spreadsheets).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Program Manager - Property
DATE PD REVIEWED/APPROVED: 20 November 2025
