



Position Description

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| Position Title: | Senior Property Lease Officer | Classification Level: | 5 |
| Position Number: | 18816, 30322 | Reports to: | Senior Property Lease Manager, L7 |
| Directorate: | Customer Experience and Strategy | Supervises: | 0 FTE |
| Branch/Section: | Government Office Accommodation | Location: | Perth Metropolitan Area |

Our Values

Empathy
 We listen and understand all perspectives and are fair, authentic and compassionate

Clarity
 We are clear on our purpose and role, and how we develop, inspire and improve

Accountability
 We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect
 We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Senior Property Lease Officer manages the current and future office accommodation requirements for a portfolio of government agencies. This involves a high level of consultation and negotiation with both internal and external stakeholder groups, as well as the development of strategic plans, property lease contracts and procurement documentation.

Responsibilities

- Provide primary liaison, consultancy and direct point of contact for a portfolio of client agencies ensuring effective planning and delivery of accommodation property leasing services.
- Assist government agencies to develop strategic office accommodation plans and business cases.
- Project manage the development of property lease contracts within the government office accommodation portfolio, including procurement planning, documentation and evaluation and lease contract formation, in consultation and negotiation with stakeholders.
- Prepare property lease procurement documentation.
- Liaise with internal and external stakeholders to assist in the management of office fit out design and delivery in accordance with Government Office Accommodation Policy and Standards.
- Effectively resolve property lease matters to meet stakeholder requirements.
- Assist in the development of options analysis and business cases focusing on a whole-of-government approach for office accommodation.
- Evaluate contractor performance and prepare performance reports.
- Prepare reports and deliver presentations related to property lease procurement matters.



- Conduct research into contracting matters and maintain contracting information.
- Provide a support role to key stakeholders in the procurement process.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leader.
- Perform other duties as required.

Essential Requirements

- Demonstrated commercial property experience or relevant project management experience.
- You will have well-developed organisational skills with the ability to manage competing priorities and resources to achieve quality outcomes.
- Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Knowledge of relevant government procurement policies.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the Personal Leadership context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: K.Pallotta, HR Consultant, January 2026

OFFICIAL



Government of **Western Australia**
Department of **Housing and Works**

Classification Evaluation Date: June 2020