



JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Education and Business Services	Effective Date of Document 4 December 2017
Division: Infrastructure	
Directorate: Asset Planning and Services	
Branch: Land and Property Management	

THIS POSITION

Title: Leasing Administration Officer
Classification: Level 3
Position No: 00038404
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal Consultant, Property and Contracts
LEVEL: 7
POSITION NUMBER: 00038180

TITLE: Senior Property Coordinator
LEVEL: 6
POSITION NUMBER: 00030074

This position and the positions of:

Title: Property Support Officer	Classification: Level 4	Position Number: 00038336
---	-----------------------------------	-------------------------------------

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Leasing Administration Officer	Level 3	00038404	4 December 2017

CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Asset Planning and Services Directorate is responsible for the development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services and property management.

ROLE

The Leasing Administration Officer:

Specialist Services

- undertakes daily administration of the Department's lease and licence portfolio
- manages the lease and licence database and ensures it is accurate and kept up to date
- reviews new leases and licences for lease terms and conditions and develops processes to ensure key obligations are met by the Department and lessees
- manages the financial aspects of the leases and licences, including rent and variable outgoing payments
- monitors rent review dates, initiates Consumer Price Index rent reviews and notifies the Senior Property Coordinator when other rent reviews are required
- monitors and notifies staff of lease and licence renewal dates
- develops reports to ensure key staff within Infrastructure are kept updated with the status of the leases and licences and associated budgets within the Department
- researches and gathers information to inform the completion of annual departmental budgets, rent reviews and reports
- alerts the Principal Consultant Property and Contracts to issues, risks and potential breaches
- completes general administration tasks to support the Directorate, including ordering stationery, booking travel and accommodation, recruitment and payroll administration, asset audits and responds to enquiries and general correspondence
- undertakes research that contributes to the development of parliamentary and ministerial responses.

Branch Support

- contributes to the Directorate achieving its goals and outputs

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Leasing Administration Officer	Level 3	00038404	4 December 2017

- participates in performance management activities to ensure development meets personal goals and business needs
- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables
- contributes to change management projects relevant to the Branch.

Customer and Stakeholder Support and Liaison

- contributes to the development and maintenance of a strong working relationship with principals and managers across the Department
- maintains a focus on customer service delivery and continuous improvement of services
- establishes and maintains collaborative working relationships and effective communication networks with internal and external stakeholders
- represents the Branch, as required, on EBS committees and working parties.

OUTCOMES

The Leasing Administration Officer is required to demonstrate achievement in relation to the following outcomes.

1. Administration support provided to Branch stakeholders is relevant, timely and compliant.
2. The databases used to record leasing information, critical dates, obligations and payments are relevant, up to date, maintained and contain records needed to compile the Department's Annual Financial Commitment Report.
3. Rent reviews are accurate and initiated within the required timeframes.
4. Legislation is understood and contribution is made to ensure continuous improvement.
5. Timely and accurate research is provided to the development of reports, correspondence and Ministerial and Parliamentary responses.
6. Customers and other stakeholders are satisfied with services and support provided by the Branch.
7. Departmental and EBS change initiatives are supported and understood.
8. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

SELECTION CRITERIA

The following selection criteria are to be read in conjunction with the overall context and requirements of this position.

1. Demonstrated skills and practical experience in property or financial administration.
2. Demonstrated skills and experience in accurately maintaining and monitoring key information.
3. Demonstrated ability to achieve outcomes and deliver quality products and services consistent with Department and school needs and defined quality expectations, including timeliness.
4. Demonstrated sound interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders on commercial contracting issues.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Leasing Administration Officer	Level 3	00038404	4 December 2017

5. Demonstrated sound written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. Demonstrated sound analytical and conceptual skills to provide innovative solutions to complex problems.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 04/12/2017
TRIM REF # D17/0521727