



## Senior Leasing Coordinator

### Asset Planning and Services

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| <b>Position number</b> | 00043243  |
| <b>Agreement</b>       | Public Sector CSA Agreement 2021 or as replaced   |
| <b>Classification</b>  | Level 6.  |
| <b>Reports to</b>      | Principal Consultant Property and Leasing (Level 7)   |
| <b>Direct reports</b>  | Leasing Coordinator (Level 5)<br>Property and Leasing Officer (Level 4)<br>Gardener/Handyperson (Level 2) |

#### Context

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.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Negotiate, manage and review property leases and licences held by the Department ensuring compliance with conditions.
- Provide liaison, consultancy and direct point of contact for clients, ensuring effective planning and delivery of accommodation property leasing services.
- Manage the administration of lease reviews, dispute resolution, property asset and leasing registers and property exit strategies.
- Project manage the development of high risk property lease and other agreements including procurement planning, documentation and evaluation and lease contract formation, in consultation and negotiation with stakeholders.
- Undertake property and facilities management projects for surplus sites, facilities and leased premises.
- Provide subject matter expertise, advice and consultancy to internal and external stakeholders on property leases and licences.
- Develop plans and coordinate implementation for the management of leases and licences to minimise issues arising within the lease and licence portfolio
- Liaise with landlords and internal stakeholders on new and renewals of leases and licences.
- Negotiate and coordinate maintenance of leased premises, building management and office fit-outs.
- Ensure stakeholders understand their obligations under the lease and licences.
- Act as the intermediary between schools and landlords/lessees
- Prepare budgets, coordinate resources, authorise payments and procure goods and services to implement agreed initiatives, and monitors and reports on their performance.
- Prepare business cases for new lease arrangements.
- Develop and communicate procedures, and prepare high level reports and briefings.

### Customer and Stakeholder Support and Liaison

- Develop and manage information management systems and databases and prepare reports for internal and external clients.
- Develop and maintain effective networks and strategic working relationships with internal and external stakeholders, through consultation and negotiation, to facilitate an effective property leasing and accommodation service.
- Liaise with legal service providers to develop and formalise agreements; ensuring they comply with legislative requirements and are correctly executed and recorded.
- Collaborate with the Principal Consultant to maintain a focus on customer service delivery and regularly confirm client and external stakeholder expectations to inform the continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

### Branch Support and Management

- Contribute 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.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.

- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Foster culture of continuous improvement.

### **Selection criteria**

1. Demonstrated varied and substantial experience in property leasing management.
2. Demonstrated highly developed knowledge of government office accommodation principles and procedures, including lease management processes.
3. Demonstrated resource management and planning skills including financial management and information management and the ability to lead teams.
4. Demonstrated highly developed interpersonal and communication skills (oral and written), including negotiation and mediation skills, and the ability to develop and leverage working relationships with a range of stakeholders to achieved project outcomes.
5. Demonstrated high-level conceptual and analytical skills, with the ability to provide innovative solutions to complex problems and issues.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold or obtain a current Western Australian 'C' Class drivers licence
- undertake travel throughout metropolitan and regional locations as required
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date 18 January 2023  
Reference D23/0032631