

JOB ROLE STATEMENT

COMMERCIAL AND LEASING MANAGER LEVEL 7

DIRECTORATE FINANCIAL AND COMMERCIAL SERVICES
BRANCH PROPERTY MANAGEMENT

POSITION NO P0062979

KEY RESPONSIBILITIES

Explore, evaluate and optimise commercial opportunities and returns to Main Roads from its property portfolio. Provide expert advice on operational matters and issues relating to the commercial management of Main Roads' property portfolio.

KEY DELIVERIES

Commercial Property Management

- Negotiate, review and manage lease/licence agreements drafted by State Solicitors Office (SSO) and others for properties state wide to ensure legal compliance and adequate protection of state assets while leased/licenced to external parties (e.g. licence for construction and operation of digital advertising signboards within Main Roads' road reserves and commercial arrangements related to the Matagarup Bridge).
- Conduct complex and sensitive negotiations with respect to complex commercial leasing/licencing arrangements in line with legislative and Government context, including engaging of consultants and reviewing and interpreting their reports.
- In collaboration with the Project Manager Facilities and Buildings and appointed private sector management agent(s) ensure the leasing/licencing arrangements, including rental levels in relation to Main Roads' resumed property portfolio are implemented effectively, efficiently and in accordance with relevant legislation and Government and Main Roads expectations.
- Manage complex contracts with private sector commercial operators and parties.
- Manage the receipt, consideration and approval or otherwise of applications for events, including feature lighting requests (e.g. Matagarup Bridge) and co-ordination of other Main Roads' responsibilities relative to the consideration of application and an approved event.
- Provide expert advice to the Manager Property Management in relation to relevant legislation and commercial aspects that impact property management, practices and procedures and commercialisation matters.
- Manage relevant research and prepare high-level correspondence and documentation on commercial property management and other issues, including the preparation of Corporate Executive reports and Ministerial responses and other reports.
- Perform comprehensive analysis of potential and actual commercialisation arrangements of the property portfolio and prepare relevant reports for review by Manager Property Management, the Corporate Executive and Government.

Leadership and Management

- Provide leadership and comprehensive technical expertise and advice for the effective management of Main Roads' property portfolio, ensuring that commercial opportunities are optimised within our legislative and the Government context e.g. commercialisation, advertising signs and telecommunication tower leases and agreements, event management to facilitate commercial activities e.g. Matagarup Bridge.
- Identify, develop and manage the implementation of innovative policies that support and improve the efficiency and co-ordination of the property and event management functions.
- Provide expert advice and assistance to Main Roads' staff on commercial matters relating to property to ensure compliance with Government policy and legislative requirements.
- Provide expert advice in relation to commercial matters relating to property, asset performance, utilisation and strategies, property research and market analysis.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Develop and maintain effective relationships with clients and stakeholders, including internal and external to Main Roads.
- Represent Main Roads at community forums and meetings, consulting with property managers and possibly business owners and potential lease candidates, and applying commercial law and retail shop legislation in all property dealings.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**
MANAGER PROPERTY MANAGEMENT

LEVEL 8

POSITION NO
P0052061

COMMERCIAL AND LEASING MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Commercial and Leasing Advisor	LEVEL TBC	Salaried	1
TOTAL			1

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Comprehensive skill, knowledge and experience in:
 - development, implementation and management of commercial arrangements associated with commercial, residential, industrial and vacant property in accordance with relevant regulatory frameworks and legislation
 - negotiating complex commercial arrangements and contracts
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocations to achieve agreed outcomes
 - managing employee behaviour, performance and development
- Substantial skill, knowledge and experience in:
 - event management
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

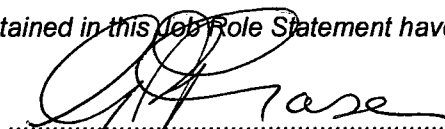
DESIRABLE:

- A Degree Commerce (Property Development and Valuation) or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

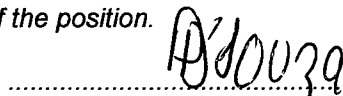

BRANCH/SECTION HEAD

DATE

7 Jan '19.

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

SIGNATURE


EXECUTIVE DIRECTOR

DATE

7/01/2019

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE


MANAGER HR BUSINESS

DATE

7/1/19.