



Creating extraordinary places on the world's best harbour.

Position Description

Position Title:	Leasing Executive Officer
Division:	Property and Leasing Management
Location/s:	Mosman and other Trust sites
Reports to:	Manager – Property and Leasing Management
Direct Reports	Nil
Enterprise Agreement Classification	Level 6
Our Organisation	<p>The Sydney Harbour Federation Trust (the Harbour Trust) is an Australian Government agency that protects and manages some of the most historically significant foreshore sites on Sydney Harbour including Cockatoo Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, Sub Base Platypus in North Sydney, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Lightstation in Vacluse.</p> <p>The Harbour Trust’s mission is to bring to life our natural and cultural heritage and provide a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in our care.</p> <p>Our sites are rich in history and link us to our complex past and continuing connections. They are Country – the interconnected layers of water, land and air that for First Nations people hold cultural practices, community and sense of worth. They tell stories of colonization and dispossession, of convict incarceration, of nineteenth and twentieth century military and defence roles, and speak of the enterprise and industry of the modern nation, and of the contemporary communities they have become.</p>
Code of Conduct & Values	All employees at the Harbour Trust abide by the Harbour Trust’s key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.

Health & Safety	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
Our Commitment	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

ROLE OVERVIEW:

The Leasing Executive Officer will assist the Manager – Property and Leasing Management and the Head of Property and Leasing Management with prospecting potential lessees, actioning new leases, maintaining records, and managing lease renewals and provide general leasing management of properties across all Trust sites. This includes the construction of all marketing material for leasing opportunities and the provision of leasing services in accordance with the Harbour Trust’s processes and procedures.

ROLE ACCOUNTABILITIES:

- Provide efficient service delivery of commercial leasing functions for the Harbour Trust, ensuring compliance with the Harbour Trust’s objectives, processes and procedures.
- Actively promote Harbour Trust sites in order to generate revenue in accordance with objectives whilst having consideration of the fit between potential lease candidates and the Harbour Trust’s heritage and unique property requirements.
- Provide campaign management including drafting and construction of advertising materials .
- Provide assistance as required for the delivery of site specific tenant searches including Open Leasing, Expression of Interest and Request for Proposal initiatives as directed by the Manager- PLM
- Assess, evaluate and make recommendations based on applications received for rental premises and licensed premises and make recommendations to the Manager – Property and Leasing Management, Head of Property and Leasing Management and Tenant Selection Committee (TSC) and Board as appropriate.
- Prepare Tenant Selection Committee Papers, Board or Ministerial presentations as required.
- Strong understanding and application of tenant obligations relating to site specific Planning regulations and Heritage considerations.
- Work closely with other Harbour Trust departments such as Marketing, Parklands and Asset Management, Finance and Planning to achieve Trust goals and objectives.
- Understand and support the Harbour Trust’s Code of Conduct, policies, and procedures, and ensure that workers follow policies and procedures and are working safely.
- Maintain and efficiently record all client interactions in compliance with guidelines set and within Harbour Trust standards.
- Review and provide Leasing strategies for consideration of the Manager – PLM on all long term vacancies across all sites.

- Proficient in the use of a Property CRM Maintenance of the enquiries database, all site vacancy report schedule, assist in taking meeting minutes and other duties as required. Provide regular leasing statistics and updates showing vacancy rates, income generation etc per site to the Property and Leasing Management Team.
- Negotiate best possible outcomes with applicants as required.

SELECTION CRITERIA

Essential (*Qualifications, attributes, skills, and knowledge*)

- Sales experience and expertise in front end client management extending across multiple internal and external stakeholders simultaneously.
- Demonstrated marketing and sales skills in seeking and obtaining defined outcomes.
- Ability to research, gain an understanding of and make recommendations about a diverse range of business types and uses to suit Harbour Trust objectives.
- Excellent interpersonal and communication skills with the ability to negotiate to deliver strong commercial returns whilst fulfilling the Harbour Trust's wider planning objectives.
- High level written communication skills including the capacity to review contracts, construct internal documentation such as Tenant Selection Committee papers and business proposals.
- Demonstrated ability to maintain a high level of confidentiality, self-motivation and professionalism.
- Strong stakeholder and partnership management skills.
- Ability to work in a team environment.
- Demonstrated ability to prioritise, time manage and manage workloads with competing demands.
- Demonstrated ability to implement Government policies on Work Health & Safety.
- Current drivers' licence.
- Willing to undertake a Police Check.
- Australian citizenship or the ability to work in Australia.

Qualifications

- A degree or extensive experience in Sales, Property, Business or associated relevant area.

Desirable

- Experience and understanding of heritage properties.

THE CORE CAPABILITY FRAMEWORK – (Level 6)

COMMUNICATION
<ul style="list-style-type: none"> • Communicates effectively across the organisation • Interprets and clearly explains workplace issues and complex technical information • Presents information, uses language, and develops supporting materials appropriate to the needs of the audience • Negotiates as an individual or as part of a team, including planning for negotiation, conducting the negotiation, and finalising the outcome • Prepares a range of complex written material
WORKING with PEOPLE
<ul style="list-style-type: none"> • Establishes and maintains professional networks and consults with stakeholders • Looks for opportunities to communicate organisational goals and directions to relevant stakeholders in the community • Works collaboratively and cooperatively, drawing on the strengths of colleagues • Shows sensitivity, empathy, understanding and skill in resolving conflicts and differences • Values and promotes diversity and works to support diversity in teams
PROBLEM SOLVING & DECISION MAKING
<ul style="list-style-type: none"> • Applies analysis, reasoning and synthesises information to solve complex and ambiguous problems • Generates practical solutions through the logical analysis of complex issues • Questions how things are done to identify new opportunities and seeks innovative solutions • Identifies the needs and viewpoints of individuals and considers them when assisting implement change • Negotiates responsibilities for work outcomes and manages the allocation of resources • Interprets and applies sound judgement to risk management
PLANNING & TIME MANAGEMENT
<ul style="list-style-type: none"> • Develops and implements project plans; contributes to work area plans for longer term initiatives • Clearly articulates the department’s objectives and position • Revises own work plans according to changes in work priorities or Harbour Trust needs • Demonstrates an understanding of the interrelationships of issues and plans for contingencies • Is alert to changes in the broader environment that may impact on work objectives and decisions and execute change initiatives in an effective way
TRUST SPECIFIC KNOWLEDGE
<ul style="list-style-type: none"> • Builds, applies, and maintains appropriate relevant experience, skills, and knowledge • Where relevant to the position, maintains and demonstrates professional/technical qualifications or specialist expertise • Applies ethical frameworks, promotes ethical decision making and policy development • Maintains awareness of and works within contractual procedures and processes • Considers environmental requirements with resource usage, storage, and maintenance • Creates and manages project plans in line with Harbour Trust objectives