

Job title: Coordinator Property & Leasing	
Classification: Band 8 (no annualised)	Effective Date: May 2026
Reports to: Manager Commercial	Tenure: Temporary 4 months (Parental Leave)

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position is responsible for the management of Council's property leasing program including Crown Land leases.

Key Responsibilities

Position Specific Responsibilities

- Manage all Council property leases and licences including Crown Land leases.
 - Manage Council's appointed external property managers (appointed Real Estate Agencies)
 - Provide specialist property and leasing advice to management and other Council departments.
 - Contribute to policy and procedure development within the Property & Leasing team for the Commercial Department and within the Corporate Services Directorate
 - Manage Council's *Property Lease Register* to ensure that Council complies with the provisions of the *Local Government Act 2020* (the LGA) and the LGA Regulations
 - Ensure full statutory compliance with other statutory obligations including compliance with Council's Community Engagement Policy
 - Undertake regular audit reviews of all lease and licence income to ensure the integrity of the rental income being levied and collected.
 - Ensure that rent review clauses are correctly adhered to and implemented.
 - Manage the Watts Street Car Park management contract and the Harrow Street Car Park management contract ensuring that National Competition Policy principles and Council's Procurement Policy are adhered to
 - Attend, sometimes out of hours, Council meetings and community and/or sporting club meetings.
 - Engage and negotiate in a consultative manner with all parties listed in the "Key Relationships" section of this position description.
 - Oversight of Council's property administration processes including Council's valuation processes and Council's Road closure program
 - Support the Manager Commercial with performance expectations of the Property & Leasing team
 - Oversee the administration of Council's Pathway Property module.
- Support the Manager Commercial with other property related activities and advice as required

Corporate Responsibilities

Supervisor/Team Leader/Coordinator

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Oversee the preparation and the ongoing monitoring of the Property & Leasing team budgets within the Commercial Department.

Staff responsibility: The position is responsible for the management of the Senior Property Officer, Property Officer and the Property Administration Officer.

Judgement and Decision Making

- Decisions to be made using established techniques within the property industry and the local government sector.
- The ability to make any property management and property leasing related decisions.
- The ability to analyse property matters and make recommendations regarding property management and leasing for Council for consideration.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Ability to monitor and control budgets through use of computer applications.
- High-level skills in MS Office applications.
- Strong attention to detail skills.
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Qualifications and Experience

Qualifications/ Certificates /Licences:

- Tertiary qualifications, a major in Property would be highly regarded.
- Extensive knowledge of leasing principles and the statutory obligations relating to leasing, including the statutory requirements of Council.
- A demonstrated ability to apply known leasing principles and legal obligations.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.
- Local or State Government and/or commercial leasing experience.
- Knowledge of the relevant legislation pertaining to local government leasing and the application of the *Retail Leases Act 2003*.
- Knowledge of financial accounting principles, practices and procedures.

Interpersonal Skills

- Excellent communication, presentation, consultative, customer service and teamwork skills.
- Strategic, analytical, innovative and strong problem-solving skills.
- Highly motivated, enthusiastic and the ability to drive a small team and deliver high quality results.

Key Relationships:

- This position is an important role within Council that requires closely liaising with: Councillors, Council's Executive Leadership Team, senior management, staff at all levels of the organisation, Council's lawyers, industry bodies, state and federal government departments, non-government entities, community organisations including not-for-profit organisations and Whitehorse ratepayers and residents.

Management Skills

- Ability to lead, motivate and develop employees.
- Ability to manage multiple projects.
- Ability to prioritise competing pressures & demands and complete objectives where guidance and precedence is not always set.
- Ability to persuade, convince and negotiate key stakeholders including Councillors, Executive Leadership Team, employees, community groups and not-for-profit organisations.

Application Requirements

- This position includes an inherent physical requirement to work indoors and outdoors including building sites. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position is required to attend out of hours meetings.
- The position may be required to work from different locations within the municipality.
- It is a requirement that the incumbent receives immunisation in accordance with the Council's Staff Immunisation Program
- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

- Tertiary qualifications, a major in Property would be highly regarded.
- Demonstrated extensive experience in roles which require an understanding of property leasing within the local government sector including an understanding of the statutory compliance that underpins local government leasing. Including a demonstrated understanding of Crown Land leases
- Demonstrated extensive experience in roles which show an understanding of the main differences between a property lease and a property licence.
- Demonstrated ability to lead, motivate and develop employees. Working knowledge of budgets would be highly desirable.
- Substantial experience in persuading, convincing and negotiating, including key experience in consultative negotiating.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Office Based Duties	Seldom	
Hand/Arm Movement Tasks involve use of hand/arms	Office Based Duties	Seldom	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Office Based Duties	Seldom	
Standing Tasks involve standing in an upright position	Office Based Duties & Site Visits	Often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Office Based Duties	Seldom	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Office Based Duties & Site Visits	Often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office Based Duties	Seldom	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Office Based Duties	Seldom	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Computer Based Work	Often	OHS Regular breaks encouraged
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Computer Based Work	Often	OHS Regular breaks encouraged

Any other relevant comments: