



Government
of South Australia

Department for Infrastructure
and Transport

Leasing Negotiator (ASO7)

Leasing Negotiator ASO7

Organisational alignment

Division: Commercial & Contract Management
Directorate: Property
Section: Across Government Accommodation

Reporting relationships

Reports to: Manager Government Accommodation Services
Direct reports: Nil FTEs

Role overview

The Leasing Negotiator reports to the Manager Across Government Leasing and is responsible for providing a best practice commercial property and specialist leasing advisory service to the Department's Government Accommodation Services team to deliver strategic accommodation services to the Department and across government agencies.

The role will develop and manage a comprehensive commercial property leasing network and information base that facilitates the delivery of Government's commercial leasing policies and procedures to the market. The Leasing Negotiator ensures high quality leasing outcomes are delivered by providing expert negotiation advice, financial analysis and endorsement of lease proposals prior to approval.

The role delivers excellence in service delivery, supports strategic outcomes, and contributes to the achievement of Departmental and public sector priorities.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Providing expert leasing advice to colleagues and stakeholders which meet Departmental objectives and drive outcomes, including the negotiation and analysis of market-based property leasing transactions with external stakeholders.
- Delivering expert financial analysis of Lease options and Leases, applying strong financial and commercial acumen.
- Undertaking complex and sensitive research, analysis and reporting, which supports market based commercial lease negotiations and ensures robust, cost-effective commercial terms are negotiated.
- Resolving complex issues with innovative solutions that are consistent with Agency objectives and demand a high level of responsibility for aspects of significant State programs.
- Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- Providing accuracy of detail in representation of agreed terms in legal documentation in consultation with Crown Solicitor's Office.
- Maintaining accurate and complete departmental registers of Lease information.
- Identifying opportunities for innovation and recommending strategies.
- Identify potential risks associated with lease negotiation and management activities and develop or implement risk mitigation strategies.
- Contributing to a high standard of customer service for internal and external clients.
- Engages and collaborates with teams and stakeholders and seeks input from relevant subject-matter expert.
- the department's Customer Service Charter and takes responsibility for meeting the service-excellence principles.
- Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Degree or equivalent in Property, Law, Business or a relevant discipline is highly desirable.
- A current drivers' license is essential.

Technical capabilities

- Extensive Commercial Leasing experience.

- Comprehensive understanding of SA Property Law
- Experience in negotiating, documenting and managing complex leases.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Demonstrated ability to work under broad direction in the determination of goals, standards and priorities, and meet tight timeframes.
- High level interpersonal skills to engage with stakeholders and successfully negotiate sensitive, critical and complex matters.
- Adaptable to respond to changing needs, implement effective plans and control measures to ensure deadlines are met and high-quality work is produced.
- Actively seeks information to understand internal, external and community customer expectations and provides community and customer focused services and solutions.
- Ensures appropriate processes and controls are in place to monitor and track compliance to policies and procedures.
- Strong commercial acumen and excellent financial and analytical skills to interpret complex data, perform expert analysis and make evidence based decisions.
- Extensive problem-solving capability, including complex fault finding and expertise in developing specialist solutions.
- Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs and shows respect for diverse backgrounds, experiences and perspectives and values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____