



Northern Peninsula Area Regional Council

Employment opportunity

Commercial Leasing Officer

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council (NPARC) is seeking a **Commercial Leasing Officer**, to join the Executive Team.

The Commercial Leasing Officer Assist the Commercial Leasing Manager with managing existing commercial leases and licence arrangements, support new commercial leases and licence arrangements, and entering new commercial leases and licence arrangements.

In this role you will have the opportunity to:

- Manage and maintain relevant documentation and records, including the Commercial Leasing Spreadsheet including updating information where required and producing reports.
- File relevant hard and electronic copies of documentation in the Document Management System
- Follow up with Commercial Rental Arrears
- Undertake annual reviews of leases and license agreements to confirm compliance with the terms and accuracy of charges made.
- Support the preparation of papers for Trustee Meetings
- Support the administration of Trustee Meetings including organising catering and meeting booklets when necessary.
- Undertake other duties as directed by the Commercial Leasing Manager and CEO.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- Permanent Full-time
- Stream A Award Band 2 Level 1-4
- \$66,473.16 - \$91,384.80 per annum, plus superannuation
- 38 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential

- Experience in, or ability to learn to develop lease and management agreements and land management plans.
- Ability to maintain the highest confidentiality.
- Proven skills in organising and maintain relevant documentation and using electronic record management systems.
- Demonstrated experience and ability to manage multiple tasks at the same time and to deliver required outcomes in a timely manner.
- Experience using Microsoft Office suite in particular Word, Excel and presentation software and accurate and efficient keyboard skills.
- Well-developed communication and interpersonal skills with the ability to interact and build relationships with a broad range of internal and external stakeholders and team members.
- Working knowledge or ability to learn of the *Lands Act, 1994, Local Government Act, 2009, Native Title (Qld) Act, 1993 and Aboriginal Cultural Heritage Act, 2003* and associated legislation.
- Hold a current QLD Driver's License.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486 613/ 07 40486 614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: 12th July 2024