

POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	SENIOR CLUB LEASING OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 6
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / URBAN, RECREATION AND NATURAL ASSETS / BUILDINGS, ELECTRICAL AND ENERGY MANGEMENT
POLICE CLEARANCE:	REQUIRED / NOT REQUIRED
REPORTS TO:	TEAM LEADER BUILDINGS, ELECTRICAL AND ENERGY MANAGEMENT
DIRECT REPORTS:	NIL
POSITION NUMBER:	000988

POSITION OBJECTIVES:	Reporting to the Team Leader Buildings Electrical and Energy Management, the Senior Club Leasing Officer is responsible for the overall management of the lease and licence arrangements and aspects of property management for 65 sports and community clubs. The position holder will work closely with the Community Development – Sports and Recreation team and contribute to the development of sports and community clubs in the City of Salisbury. Key objectives of the role are: • Ensure that Council's lease/licences are managed professionally providing customers with an excellent customer experience. • Ensuring that customers are operating within the requirements set out in their respective agreements. • To build and foster strong relationships with clubs and facilitate and coordinate communication between clubs and internal stakeholders. • Ensure that Council is operating in compliance with the legal administrative processes under the Local Government Act 1999 in relation to all of Council's land & buildings.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully

	• Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Responsibilities • To provide professional property management services to lease and licence holders. • Overall property management of licenced premises and associated licenced area. • Lead the development and implementation of strategies, policies, frameworks and systems related to functional area. • Build and foster strong positive relationships with lease and licence holders. • Overall management of leases and licenses arrangements for all leased and licenced premises and associated sporting fields. • Overall management of the Minor Capital Works Program process. • Ensures that relevant policies, procedures and legislation are adhered to in administering lease agreements. • Ensure that clubs receive Council services that are aligned with agreed service levels. • Ensure that key stakeholders are kept informed on matters that could be politically sensitive. • To provide advice to senior leadership relating to property management and Council's sports and community clubs. Contributes to: • The development and implementation of systems and process that support sports and community clubs and • provide services that are aligned with lease and/or licence agreements. • Fostering good relationships between sports and community clubs sharing licenced premises and associated licence space. • Contribute to the management of assets leased and licenced out to sports and community clubs. • The development and implementation of Council strategies. • Contributes to the implementation of Council's critical actions from the Sustainability Strategy and City Plan • Contributes to the development and implementation of the Division annual business plan, ensuring updates are undertaken in a timely manner, keeping all stakeholders up to date. • Contributes to the operationalisation of Council's enterprise risk management framework (ERM).

WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Considerable experience working within a similar role or similar property related discipline. • Exceptional level of communication and negotiation skills, together with a high level of analytical and conceptual problem-solving skills and conflict resolution skills. • Ability and flexibility to negotiate a range of solutions to complex Property & Buildings issues in accordance with statutory, imposed or other constraints. • Comprehensive knowledge of matters relating to South Australian sports association, sporting grants, best practice and codes pertaining to functional area. • Sound knowledge of legislation related to functional area. • Working with general to limited direction and supervision. • Significant experience in planning and managing multiple projects having regard to competing priorities and schedules. • Very high level of political acumen. • Excellent writing skills - report writing, formal letters • Considerable experience in the preparation of Contracts and other documents relevant to property. • Current Drivers Licence.
DESIRABLE SELECTION CRITERIA:	• Relevant formal qualifications in a Property related discipline. • Detailed understanding and working knowledge of Chapter 11 of the Local Government Act 1999. • Knowledge of Local Government structures and procedures. • Significant experience in administration of legislation.
SPECIAL CONDITIONS:	• Some work after hours may be required. • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable)

	reporting any signs of abuse or neglect to the Department for Families and Communities. - As an authorised officer fulfil all requirements set out in the following Legislation: - Local Government Act 1999, in particular Chapter 11 - SA Land Acquisition Act - Residential Tenancies Act - Retail & Commercial Leases Act - Roads (Opening and Closing) Act - Liquor Licensing Act Associations Incorporation Act
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: