

# Role Statement



MANAGER LEASE NEGOTIATIONS

CLASSIFICATION LEVEL: ASO8

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

Development Division comprises of five directorates: Planning & Development, Architecture & Built Environment, Planning & Transport Policy, Office for Recreation and Sport and Property.

This role belongs to the Property Directorate which focuses on the key objectives of Driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

## Role Overview

The Manager Lease Negotiations reports to the Manager, Whole of Government Accommodation Services and is responsible for leading and directing a team of leasing specialists in providing a best practice commercial property and specialist leasing advisory service to DPTI's Client Services team to enable it to deliver strategic accommodation services to DPTI and across government.

The role will develop and review Government's commercial property leasing policies and business procedures and practices, develop and maintain a comprehensive commercial property leasing network and information base that effectively disseminates Government's

commercial leasing policies and procedures to the market, provide timely market intelligence on current and emerging commercial

Directorate:

Position Number:

ANZCO Code:

Location: #ASO8 Template #9685846



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leasing trends and ensure high quality leasing outcomes are delivered by providing expert negotiation advice, financial analysis and endorsement of lease proposals prior to approval.

The role will deliver excellence in service delivery, drive strategic outcomes, contribute to economic development and job creation and promote a culture of “one Government”.

### Key Outcomes of the Role

The Manager Lease Negotiations is required to undertake a wide range of activities which may include all or any of the following:

- a. Determining and managing the goals, objectives and priorities of assigned programs, projects, systems and/or services that are consistent with the agency’s objectives, including leading and managing change initiatives.
- b. Managing the resources and implementation of new and high level programs and/or projects of critical importance to the agency or State.
- c. Managing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- d. Resolving complex issues with innovative solutions that are consistent with Agency objectives and national and international developments.
- e. Providing expert advice and consultancy to senior management, external stakeholders and inter-agency committees regarding current relevant developments and their potential implications to agency policies and strategic plans.
- f. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with 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.
- g. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

### Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history/record check in line with departmental policies and procedures.

Some work outside normal hours and some intra and interstate travel involving overnight absences may be required.

A current drivers licence is essential.

### **Qualifications / Licences**

- a. Tertiary qualification in Property, Business or a relevant discipline is desired.

### **Person Capabilities**

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples’ cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people’s participation in departmental policies, programs and services.

- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
  - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
  - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Drives a culture of commitment and accountability in the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. High level experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- f. Delivers customer focused and strategically aligned services and practices, articulating complex concepts through timely and concise verbal and written communications and engaging with stakeholders to successfully negotiate sensitive matters.
- g. Highly developed knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
- h. Proven ability to work under broad directions in determining goals and priorities, measuring and improving performance outcomes and strategically planning multifaceted activities.

Delegate Approval

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Name

Signature

Date: / /