

## PROPERTY OFFICER

### PURPOSE

Proactively undertake the administration of Ports North property, retail and other commercial business undertakings to maximise returns through effective financial and property account administration.

### PRINCIPAL RELATIONSHIPS

*Reporting to:* Commercial Co-ordinator

*Main Customers:* PN property tenants, legal advisors, government agencies, Cairns Regional Council, PN management, staff and customers

### MAIN TASKS

- Administer all PN property related agreements and undertakings, to deliver effective account management.
- Manage property debt as directed by Commercial Co-ordinator in a timely and effective manner and in accordance with established procedures to minimise debtor balances.
- Undertake timely and accurate invoicing for all PN property and commercial agreements, including maintenance of all associated records and reports.
- In liaison with Finance and under direction from Commercial Co-ordinator, maintain the corporate property management system and other property related systems and records to facilitate effective property management
- Provide input into annual business plans for the Ports North property portfolio as directed.
- Assist with preparation of commercial offers, leases, licences and agreements associated with the company's property portfolio as required.
- Administer payments and recoveries and associated management reporting for State land tax and Local Government rates and charges for all Ports North properties.
- Identify and implement opportunities to improve systems and processes
- Under direction from Commercial Co-ordinator, ensure procedures contained in the Commercial Policies & Procedures Manual are implemented, maintained and reviewed and updates approved.
- Develop and maintain effective relationships with customers and stakeholders to ensure ongoing needs are met and issues are promptly addressed
- Work co-operatively as part of the Commercial team to ensure the property management function are effectively managed.
- Promote a safety culture and maintain safe working environment in accordance with Safety Management Framework
- Promote an environmentally conscious culture to ensure environmental risks are identified and minimised
- Co-ordinate with the Assets team, to ensure property related matters are identified and addressed in a timely manner and in accordance with established property management practices and legal requirements.

### I AM EFFECTIVE IF

- All PN property related agreements are effectively managed
- Records, including tenant files and agreements are maintained on the property management system accurately in line with established procedures, system requirements and mandated timeframes
- All financial transactions, including periodic rental invoicing, adjustments and property related payments are processed accurately and in accordance with established procedures, system requirements and timeframes.
- Sound working relationships with customers and stakeholders exist and are maintained
- Timely management reporting is provided as required
- Property systems, policies, procedures are adhered to at all times and reviewed in accordance with mandated timeframes to ensure ongoing legal compliance and operational effectiveness.
- Legal documentation is prepared in a timely manner, subject to all required approvals and in compliance with all relevant legislative requirements
- Financial management responsibilities are met, including debtor management
- A co-operative work environment is maintained to ensure that the property management function continues to meet all relevant financial, legal and risk compliance requirements.
- A safe working environment is maintained and I am not injured at work and I meet my obligation under the Safety Management Framework
- I conduct my work in a manner that considers and minimises environmental risks and I report all actual and potential environmental risk.