# Senior Advisor

Property Management

## About the role

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| **Salary range and classification** | Per Annum – $116,538 - $124,688Per Fortnight – $4,466.90 - $4,779.30Plus, super and leave loading benefits.Classification level AO6 |
| **Employment type** | PermanentFlexible Full-Time |
| **Contact officer** | Kirsty Ford – Phone: (07) 3066 8756 |
| **Primary location** | 532 Beams Road, Carseldine |
| **Reporting** | Reports to Manager (Property Management)Direct reports – Nil |
| **Job ad reference no**  | QLD/576268/24 |
| **Closing date** | Monday, 22 July 2024 |

## Why join TMR?

Transport and Main Roads' (TMR) vision is to create a single integrated network accessible to everyone. We are delivery focused, united by our purpose to make a difference to the lives of Queenslanders.

Every day is different and so are our teams. We foster an inclusive workplace culture and will support you to grow and develop in your career while maintaining a healthy work-life balance.

TMR is committed to reconciliation and creating a workplace that empowers Aboriginal peoples and Torres Strait Islander peoples to thrive.

We strongly encourage applicants from all life experiences and backgrounds to apply.

Please tell us about any additional support or adjustments, such as interpreting services, physical requirements, or assistive technologies, that will better enable you to shine during the recruitment process.

## About us

The Property section provides vision, direction and strategic leadership for all property matters for TMR. We predominantly acquire and manage TMR's property for future infrastructure projects and also look after leases in the eight state boat harbours, Rail Trails along the rail corridors and commercial opportunities on TMR-owned land.

## Key responsibilities

In the role of Senior Advisor (Property Management) you will actively contribute to the management of the Department of Transport and Main Road’s Leasing Portfolio, including the Boat Harbour commercial leasing, Roadside Advertising, Telecommunication and TransLink portfolios (Property Portfolio) ensuring a return on investment to the TMR (approximately $13.5 million annually). You will provide technical advice to both internal and external clients, proactively manage existing agreements and negotiate new agreements, comply with legalisation and policy and ensure a return on investment.

Some of your responsibilities will include:

* Effectively manage the Property Portfolio including the provision of strategic and technical advice in relation to all aspects of the portfolio, assets and resources.
* Actively lead complex and sensitive negotiations with respect to lease and licence agreements including new agreements, renewals, consents and amendments to ensure legal compliance, adherence to department policy and the adequate protection of state assets.
* Set rents at the commencement of a tenancy that are consistent with the current market levels and in line with the department’s rental policy and the Queensland Government Land Transaction Policy.
* Manage rent reviews and lease renewals (including rental arrears) to ensure they are applied on time and at the correct rate in accordance with the terms and conditions of the lease or licence.
* Identify, develop and recommend innovative procedures that support and improve the efficiency of the Leasing Portfolio, also advise and assist subordinate staff in operational procedures to ensure compliance with government policy and legislative requirements.

## About you

We recognise and celebrate that everyone is unique and seek the applicant best suited to the role. We will assess your experience, knowledge and acquired skills, as well as your potential for development and your personal qualities. To thrive in this role, you will need to demonstrate the following:

### Mandatory qualifications and conditions

* Due to this role having access to sensitive data, a criminal history check will be undertaken prior to appointment to the role.

### Requirements of the role

* Ability to develop and maintain effective relationships with internal and external stakeholders
* Ability to prepare high level correspondence and documentation on a broad range of property management issues
* Ability to collaborate with colleagues and provide leadership, coaching and support to other team members.
* Have relevant experience or qualifications in property and/or commercial leasing.
* Ability to maintain a high standard of practice through governance and risk management.

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| **Important information for applicants** | Recommended applicants will be subject to pre-employment checks before an offer of appointment. Refer to the Applicant guide for more information. |
| **How to apply** | Please provide the following information to the panel to assess your suitability:* Your CV or resume (maximum five pages)
* A cover letter (maximum two pages) in which you demonstrate how your experience, formal training and personal qualities make you the most suitable candidate given the role’s responsibilities and requirements.
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The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples.

This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

At TMR, we value the relationships and contributions Aboriginal peoples, and Torres Strait Islander peoples make to our diverse and inclusive workforce and the people of Queensland.