

## POSITION DESCRIPTION

### Procurement and Property Leasing Officer

Division:	Corporate Services
Department:	Property and Assets
Job Profile:	CS7
Award:	Award free
Classification or Salary Band:	Non-Award Band C
Reports To:	General Manager Property, Assets & Administration

## About Us

Ability Options is a not-for-profit organisation that is characterised by a strong Vision, continuous Mission, and universal Values. We keep the people we support at the centre of our hard work by providing Disability and Employment services across NSW. We offer vulnerable people high-quality services that foster their wellbeing and inclusion in the community. We pride ourselves on delivering a person-centred approach, highlighting people's right to both choice and self-determination. We have a passion to make an impact on people's lives. We champion all people to achieve their aspirations and goals, ensuring they are included in their chosen community and have access to a range of opportunities.

The Ability Options workplace is a safe and diverse environment that encourages strong leadership and innovation. People are our greatest asset, as our services create experiences and opportunities for our customers. Our personalised and responsive support is rewarding not only for people using our services, but also for our employees. We work alongside partners who share and exercise our Values of Trust, Inclusion, Respect, Courage and Leadership. Whether it is providing employment opportunities, giving work experience, or assisting people to live in various scenarios, we provide meaningful experiences, and inclusion for everyone.

## Our Values



### INCLUSION

We **embrace, encourage** and support **diversity** in everything we do



### LEAD

We are a sector and service leader by **innovating, improving, and partnering** with others



### COURAGE

We **act** on our **values** ensuring they are central to everything we do



### RESPECT

We treat our participants, their families, communities, partners and each other with **dignity, appreciation, and recognition**



## TRUST

We deliver on our promises, encourage feedback and work with **honesty** and **openness**

### Primary Purpose

The purpose of the role of Procurement and Property Leasing Officer is to lead and coordinate office reallocation, closure and room hire arrangements resulting from DES contract and changes and working from home patterns. This role works alongside Building and Facilities Officers, Manager – Building & Facilities, and GM – Property and Assets to support the delivery of project management and procurement across the organisation in a cost effective and efficient way delivering quality standard service.

### Key Accountabilities

Manage the end-to-end review of property leases for Ability Options, ensuring a cost-effective and efficient process while maintaining expected quality standards and aligning with the project scope. The outlined project plan steps are indicative and will be finalised based on the tender outcomes.

- Lease conditions negotiation, liaison with agent and legal, administration of bank guarantee and insurance.
- Prepare a brief business case for approval outlining costs/caseloads/benefits/fit out (scope, plan, and proposals/quotes) for new sites.
- Negotiate make good for original sites.
- Relocation and Occupancy plan that include developing a layout, coordinating furniture, electrical, ICT, and signage for site set up.
- Assisting to execute fit out, site onboarding, relocation.
- Facilitating a closure and vacate plan including layout, furniture, electrical, IT, Comms, signage, site inventory, and hand back of existing office premises in a timely manner.
- Reducing overheads via procurement of smaller, more cost-effective office premises whilst maintaining quality service provision.
- Identifying any sub leasing opportunities in existing premises to increase occupancy/reduce overheads.
- Identify space requirements and source any new required premises if business won in new regions. This could be through existing or exiting providers.
- In sourcing properties, no or very minimal fit out requirements is a high priority.

### Position Dimensions

This role has no direct reports but works in matrix structure, collaborating with Building and Facilities Officers. Procurement and Property Leasing Officer will supervise these officers from time to time to achieve project outcomes.

### Key Relationships

#### Internal stakeholders

- Executive and leadership teams
- Corporate functions
- Operations – site managers and staff
- ICT
- Property and Assets colleagues including Building and Facilities Officers

#### External Stakeholders

- Legal
- Real Estate Agents and external partners
- Vendors

## ESSENTIAL CRITERIA

- Successful track record in delivering large scale changes in leased property footprint.
- Property procurement experience in NSW.
- Excellent administration and project management skills including working on tight timeline.
- Excellent written and oral communication skills.
- Ability to negotiate leasing contracts and make good obligations.
- Demonstrated understanding of commercial property market and a commitment to deliver reliable, efficient and seamless services to the business.
- Willingness to travel within assigned region.
- Ability to build strong working relationships with internal and external stakeholders.
- Good understanding of Microsoft Office programs and ability to learn new systems quickly.

## DESIRABLE CRITERIA

- Property procurement and property management within employment services or other people services industries.
- Relevant tertiary qualifications.

## COMPLIANCE REQUIREMENTS

DOCUMENT	REQUIRED	OTHER RELEVANT INFORMATION
NDIS Worker Check	No	
Police Check	Yes	
Working With Children Check (NSW)	No	
First Aid Certificate (min. HLTAID011)	No	
CPR Certificate (min. HLTAID009)	No	
Driver Licence (NSW – minimum P2)	Yes	
Motor Vehicle Registration Documents	No	Unless driving own vehicle
Comprehensively Insured Vehicle	No	Unless driving own vehicle
Professional Qualification	No	If yes, please specify:

## SIGN OFF

Employee Name:

Signature:

Date:

## VERSION CONTROL

PD DEVELOPED BY: Kerry Glen - General Manager Property, Assets & Administration

PD APPROVED BY: Marina Korneeva - Chief Corporate Services Officer

REVIEWED BY HR: Kelly Kean – General Manager People Services

PD EFFECTIVE DATE: July 2025

