



**POSITION DESCRIPTION – PROPERTY LEASING COORDINATOR**

**Part 1 – Expectations for Your Role**

<b>Position</b>	Property Leasing Coordinator
<b>Service / Program</b>	Property and Projects
<b>Industrial Instrument</b>	Each Enterprise Agreement 2024
<b>Instrument Classification</b>	Level 3
<b>Reports to</b>	Property Leasing Manager
<b>Effective Date</b>	July 2025

**Key Deliverables**

**Leasing Support (as the Tenant)**

- Coordinate the leasing documentation process for premises leased by Each - including Heads of Agreement, lease agreements, variations, options, and notices - by providing informed input and ensuring timely review and execution to support the Property Leasing Manager.
- Maintain comprehensive, accurate, and up-to-date lease and property records within the NOMOS database system.
- Track and manage critical lease milestones such as expiries, option dates, rent reviews, CPI increases, and notice periods to ensure proactive compliance and timely decision-making.
- Reconcile rent and outgoing invoices and oversee the setup and maintenance of direct debit and payment arrangements.
- Maintain and audit compliance documentation, including insurance certificates, bank guarantees, and make good obligations, in alignment with lease terms.
- Serve as a key point of coordination between landlords, solicitors, agents, and internal stakeholders across all stages of the lease lifecycle, ensuring timely execution and operational alignment to enable the Property Leasing Manager to focus on strategic support for Each’s property decisions.
- Contribute to the development of business cases for lease renewals, relocations, and new premises, including data collation, analysis, and recommendation development.
- Prepare and submit applications for not-for-profit exemptions (e.g. council rates, land tax) in accordance with eligibility under lease agreements.
- Demonstrate readiness to step into the Property Leasing Manager role during periods of planned or unplanned leave.

**Room Hire Administration (as Facility Provider)**

- Manage the end-to-end room hire process for external parties, acting as the primary Each contact for all related communications, bookings, agreements, invoicing, and enquiries.
- Prepare and issue room hire agreements in alignment with organisational policies, ensuring all terms and conditions are clearly communicated to and adhered by the Hirer.
- Generate and manage invoice requests, monitor payment status, and proactively follow up to ensure all hire revenue due to Each is received in a timely manner.
- Maintain accurate and audit-ready records of room hire activities, agreements, usage, and financial transactions.



- Deliver a professional, responsive service to external hirers, managing complaints or escalations with confidence and discretion.
- Work collaboratively with Finance to reconcile income, resolve discrepancies, and support accurate financial reporting.
- Make operational decisions independently within agreed delegation to ensure smooth delivery of the room hire function and escalate complex issues when necessary to the Property Leasing Manager.
- Identify opportunities to improve the room hire process and contribute to enhanced user experience, operational efficiency, and income reliability.

### Administrative Support

- Provide high-level administrative support to the Property Leasing Manager with a focus on enabling efficient property and leasing operations.
- Provide ad hoc administrative support to the broader Property and Projects team when required,
- Coordinate leasing meetings with internal and external parties (where required), including preparation and distribution of agendas, collation of briefing materials, accurate minute-taking, and follow-up of actions to completion.
- Support internal reporting, lease-related due diligence, correspondence, and the preparation of documentation required from the Property Leasing Manager for Executive review or Board reporting.
- Maintain effective document control practices, ensuring lease and room hire records are consistently organised, secure, and readily accessible.
- Be flexible to provide support across the Organisational Enablement Directorate on request.

### Skills

- **Strong administrative coordination** skills with the ability to manage complex workflows and competing deadlines with accuracy and efficiency.
- **Excellent attention to detail** and ability to maintain high standards in documentation, records management, and data integrity.
- **Confident communication and interpersonal skills**, with the ability to liaise effectively with a range of stakeholders including solicitors, landlords, agents, and internal teams.
- **Sound judgement and decision-making ability**, including knowing when to escalate and when to act independently within defined parameters.
- **Proactive problem-solving and process improvement mindset**, with the ability to identify and implement practical solutions.
- **Strong time management and organisational skills**, with the ability to prioritise work independently and deliver to deadlines.
- **High-level written communication skills**, particularly in reviewing formal lease and hire documentation and preparing meeting records or correspondence.
- **Tech-savvy and systems-oriented**, with the ability to work confidently across property databases (e.g., NOMOS) and Microsoft Office (Excel, Word, Outlook, Teams and Planner)

### Experience and Knowledge

- **Minimum** two (2) years' experience in commercial property leasing, lease administration, legal administration, or real estate operations. Demonstrated success in the skills outlined above.
- **Administered** lease-related documentation processes including variations, options, formal notices, and milestone tracking across the lease lifecycle - (essential).



## Qualification/Registrations/Licences

- While formal qualifications in business administration, property management, or related fields are advantageous, they are not mandatory for this role.

## Physical Requirements

- **Office-based work:** Ability to perform tasks at a desk using a computer, telephone, and other standard office equipment for extended periods.
- **Administrative tasks:** Capacity to carry out data entry and a range of clerical functions requiring manual dexterity, accuracy, and sustained focus.
- **Office movement:** Ability to move within and between office spaces to attend meetings, access records, or liaise with colleagues as needed.
- **Light manual handling:** Capability to lift and carry items up to 5 kg, such as laptops, office supplies, or documentation.
- **Visual and auditory engagement:** Ability to read detailed documents, view on-screen information, and communicate clearly and professionally in person and via phone or video platforms.
- **Local travel:** Willingness and ability to travel locally when required, including for site visits, onboarding, or stakeholder engagement.



**POSITION DESCRIPTION - Employee**

**Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

**Key Selection Criteria**

Skills & Behaviours

- Adhere to Each’s Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.



- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.