



Position Description

Lease Coordinator Property

Purpose:

The role of the Lease Coordinator is to ensure that all leases, licenses and grants are processed and managed in line with lease contracts and KiwiRail's procedures. This role is responsible for the identification of potential revenue opportunities through lease contracts and lease renewals. This role is also involved in tenant liaison, debt management and rent reviews. This position will be responsible for a geographically diverse portfolio of leases including grazing, corridor leases and licenses and grants.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk"

Dimensions:

Reports to: Senior Lease Manager

Location: Wellington Railway Station

Internal Contacts: Lease Managers
Business Improvement Manager
Special projects re rateability and opex recovery projects
Corporate and Finance Management Team (including Finance, Legal, Facilities Management, Procurement, IT -GIS team and communications)
KiwiRail Regional and Area Managers
KiwiRail Project Managers

External Contacts: External landlords
Grazing and Corridor tenants and licences
Grant holders
Private siding users
Potential Tenants
Valuers
Real Estate Agents
Local Authorities
Property advisors



Key Accountabilities

Lease Administration
<ul style="list-style-type: none"> ▪ Updating the current lease, licence, and grants portfolio to current property policy standards. ▪ Preparation and completion of all new leases, licences, and grants documentation in line with standard operating procedures. ▪ Effective negotiation of leases licences and grants key lease terms including reviews and renewals. ▪ Systematic review of the whole portfolio to identify and capture revenue opportunities, to meet the expected growth targets. ▪ Preparation of documentation, including negotiations of variation to the existing lease terms and conditions. ▪ Manage enquires and the shared email inbox. ▪ Ensure rents and fees charged are at commercial market rates and where approved valuations are undertaken through external valuers as directed by Lease Managers. ▪ Manage all key lease dates including rent reviews and document follow the processes outlined in the documentation. ▪ Undertake debt collection and other lease enforcement activities, assisting accounts receivable. ▪ Maintain a high standard of professional behaviour and a strong customer focused approach and display appropriate behaviour when dealing with internal staff, customers, sub-contractors and members of the public. ▪ Perform all other reasonable accountabilities as requested by the Lease Managers and the General Manager.
Zero Harm
<ul style="list-style-type: none"> • Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility • Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment • Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager • Adhere to KiwiRail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public • Report all accidents and incidents to your immediate supervisor within one hour

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ 3 years minimum recent proven experience in lease administration, leasing, and general property management functions. ▪ Understanding of land ownership and tenure systems. ▪ Strong customer service background ▪ Able to use the range of Microsoft applications including MS Word, MS Excel, MS Project, MS PowerPoint to a intermediate level. 	<ul style="list-style-type: none"> ▪ Experience dealing with large and diverse property portfolios. ▪ Experience working with governments and local council organisations.

<ul style="list-style-type: none"> ▪ Working knowledge of Property Management databases and Geographical Information Systems. ▪ High standard of written communication including report writing ability. 	
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Education:

Essential:	Desirable:
<p>Suitable level of pre tertiary education.</p>	<ul style="list-style-type: none"> ▪ Currently completing study towards a relevant Property Management qualification.