

## Position Description – *Manager, Commercial Property*

Updated 28/04/2026

POSITION DETAILS	
Portfolio	<i>Corporate Services</i>
Organisational Unit	<i>Property, Facilities and Development</i>
Supervisor (Title)	<i>Associate Director, Customer and Site Services</i>
Classification	<i>Higher Education Officer Level 9</i>
Employment Type	<i>Continuing, full-time</i>

POSITION SUMMARY
<p>The Manager, Commercial Property is responsible for the operational management of the University's commercial property portfolio, including office space, retail, residential and special purpose agreements.</p> <p>Operating under broad to generally unguided direction, this role provides authoritative advice on commercial leasing, licences, and tenure arrangements, and leads negotiations, portfolio performance monitoring, and risk management activities.</p> <p>Additionally, this position works closely with internal stakeholders and external partners to ensure commercial arrangements are legally compliant, financially sound, and aligned with the University's short-, medium- and long-term requirements.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence</li> <li>• demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.</li> <li>• contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul>

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*Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University.*

*This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.*

## KEY POSITION RESPONSIBILITIES

The Manager, Commercial Property is accountable for:

- Identifying and evaluate commercial property opportunities aligned with functional requirements and business needs, including location, space, amenity, compliance, operational constraints, and whole-of-life cost. Develop and present detailed business cases to support decisions relating to the acquisition, renewal or disposal of properties assets as required.
- Leading complex discussions and negotiations with internal and external stakeholders to develop comprehensive, innovative real property and occupancy solutions that meet the University's strategic and operational requirements.
- Prepare and manage leases, licenses, and related property agreements to ensure the University's interests are protected and effectively managed across the property portfolio, including the ongoing maintenance of property and lease information within University systems such as NomosOne and Service One.
- Provide high-level strategic advice to senior University staff, including the Senior Executive Team, on matters related to the management, performance and optimisation of the real property portfolio.
- Develop, maintain, and report on information supporting the effective management of the real property portfolio, including record management, tenancy schedules, financial forecasts, and interfaces with facility management activities.
- Undertake portfolio-wide financial management responsibilities, including budgeting and forecasting for lease revenue and expenditure; managing rent reviews and escalations; monitoring and reconciling outgoings; overseeing invoicing and financial controls, preparing performance reporting, and supporting risk management associated with property assets.
- Contributing to campus activation and planning initiatives by providing commercial property input (tenure/leasing opportunities, site constraints, market considerations and financial impacts) to support the University's strategic objectives.
- Engage, manage, and coordinate external agents, valuers, and specialist consultants to support and inform property solutions, negotiations and recommendations.
- Lead, supervise, and support staff as required, including setting performance expectations, supporting capability development, and promoting a positive, safe and engaged workplace culture.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

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### KEY POSITION CAPABILITIES

- Postgraduate qualifications and relevant experience or an equivalent combination of experience and / or education and / or training.
- Extensive experience in property management, including the effective management of large, complex and institutionally scaled property portfolios – preferably within a university or comparable environment.
- Extensive experience in understanding organisational and business requirements and in developing and implementing property strategies that support operational, financial, and strategic objectives. .
- Demonstrated commitment to client needs, a strong track record of delivering high-quality client-focused service, and the ability to build productive relationships with internal stakeholders, key client groups, and colleagues to develop solutions and create opportunities.
- Demonstrated commitment to operating with the highest ethical standards, including the ability to exercise sound judgement and ensure integrity, transparency, and fairness in all decision-making processes.
- Demonstrated experience in preparing, analysing, and assessing leases, licences, and other legal property documentation.
- Demonstrated experience and sound working knowledge of current landlord and tenant legislation, including Retail and Commercial Leases Act and the Law of Property Act.
- High level of oral, interpersonal, and written communication skills, with the ability to influence, negotiate, and present advice effectively to senior stakeholders.



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