

Commercial Property Officer

Reports to: **Commercial Property Manager**

Direct reports: **Staff as allocated**

Evaluation: **472 points**

Grade: **N6**

Reference: **AA4144**

Purpose

To support the management of the City's commercial properties including the retail markets & enterprise centres.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Manage and develop the City's street and event markets, including developing promotional materials.
2. Support the development and provision of Newcastle enterprise centres.
3. Support the manager in ensuring the safe and effective operation of the City's markets, enterprise centres and other commercial buildings.
4. Source and procure contracts for street and event markets, and develop income strategy.
5. Monitor budgets and account for expenditure in line with council financial regulations.
6. Check and monitor buildings and locations ensuring appropriate standards for use and taking appropriate action to rectify any issues raised.

7. To develop and maintain the social media strategy.
8. To contribute to the development of policy on retail markets and enterprise centres.
9. To develop relationships with customers and other stakeholders.
10. To promote and implement our Equality policy in all aspects of your employment and service delivery.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.