

Position description

Coordinator Acquisition

Summary information

Section	Property	Directorate	Corporate Services
Position grade	Band 3 Level 3 Grade 18	Position type	Permanent, full time
Reports to	Chief Property Officer	Direct reports	Yes
Approval limit	\$50,000	Release limit	\$0
Created/reviewed	July 2021	BCC number(s)	BCC1875

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

1 Position purpose

- Responsible for the management and efficient operations of Council's acquisitions program managed by the property section
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Degree qualifications in Property or Land Economy or a similar field
- Solid experience in a similar role
- Proven leadership experience in managing a team and the capacity to lead staff to achieve corporate objectives
- Current Class C driver's licence.

Desirable

- Eligible for membership of the Australian Property Institute or equivalent
- Demonstrated experience in acquisition of land and property for public purpose
- A sound knowledge of relevant legislation

- Proven ability to manage and mentor a cohesive property team
- Post graduate studies in Property or a related field.

3 Authority

The incumbent has the authority to take reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Manage projects and coordinate the programs within the team
- Coordinate across multiple property acquisition projects and reporting
- Lead and upskill the team by working collaboratively to achieve goals within agreed timeframes
- Ensure the team are reaching corporate goals, whilst also managing individual priorities and performance
- Manage the acquisition of land/property and interests in accordance with statutory requirements
- Exercise discretion in the approach and content of information, advice and recommendations on issues that would impact the business of Council
- Manage compulsory acquisition matters that involve the Valuer General or Applications lodge with the Land and Environment Court
- Manage and provide strategic advice on all aspects of Council's acquisitions and related activities
- Manage and coordinate the development and delivery of the Property section business plan and Council's operational plan including policy and procedure development and legislative reform within established objectives
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

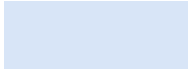
- Execute the timely delivery of Council's acquisition program in consultation with internal and external stakeholders including Executive Corporate Counsel
- Manage the procurement of consultants to complete acquisitions to deliver specific outcomes
- Manage and coordinate regular reports and status updates of the current and forecasted acquisition delivery program
- Ensure a broader understanding of Council's project delivery plans and issues related to acquisitions
- Complete acquisition objectives and actions included in the Operation Plan according to targeted dates
- Represent the Property Section as a member of Council's Section 7:11 Finance Committee and any other internal and external committees to provide strategic advice
- Manage and coordinate accurate reports to Council and correspondences to satisfy corporate objectives
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		



Signature

Date