

## POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

### Overview

|                      |  |                         |  |
|----------------------|--|-------------------------|--|
| Position Title:      | Property and Leases Officer  | Industrial Instrument:  | Bundaberg Regional Council<br>Certified Agreement plus<br>Queensland Local Government<br>Industry Stream A Award |
| Position Number:     | 4097   | Classification Level:   | 4  |
| Employment Location: | Bundaberg Service Centre   | Position Status:        | Full-time Permanent  |
| Department:          | Organisational Services  | Document Last Reviewed: | 19/12/2019   |
| Branch:              | Governance and Legal   | Job Dictionary:         |  |
| Accountable To:      | Chief Legal Officer  |                         |  |
| Aim of Position:     | To facilitate, manage and oversee matters pertaining to Council property including land leases and goods leases, whether Council is the lessor or the lessee and whether for commercial or community uses. |                         |  |

### Council Values

Bundaberg Regional Council's culture is driven by the following values:



### Key Responsibilities

- It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.
- To act as the first point of contact to provide advice on Council's land property portfolio, community and commercial leasing and licencing matters both internally and externally.
- Manage Council's property portfolio, including managing leases, licences, permits and other contractual documents relating to property in which Council has an interest.
- Review tenure applications and coordinate their assessment with relevant Council departments and where necessary meet with prospective lessees and Council representatives.
- Manage Council's leasing portfolio for matters not relating to real property.
- Managing the requirements and relationship between Council and external solicitors or State Departments as it relates to the role e.g. Land Titles.

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- Implement, review and maintain standard contractual documents.
- Assist in resolving complex issues for land tenure referred by Council Officers.
- Continually seek better ways of undertaking the role, maintaining efficiencies within Council departments and implementing best practices.
- Act as Council's Property and Leases Officer to ensure that Council leasing arrangements are established, recorded, enforced and monitored appropriately.
- Work with Council officers and members of the public to establish appropriate tenures across Council properties.
- Maintain the Leases Register to ensure accuracy and currency and that appropriate work flows are in place to manage all of Council's leases.

## Position Requirements - Qualifications and Experience:

### Mandatory:

- Substantial experience in a property or legal related field and/or experience in property/lease management, preferably in an autonomous role.
- Experience in and excellent understanding of negotiating, drafting, reviewing and enforcing leases within a number of different leasing areas (retail shop leases, commercial, residential etc.).
- Ability to understand and interpret legislation.
- High level of oral and written communication skills including the ability to liaise and negotiate terms with key stakeholders and community groups.
- High level of computer literacy.
- Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide – name only)

### Desired:

- Tertiary qualifications in a related area

## Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

| Capability                                | Descriptors   |
|---|---|
| Building Relationships<br>(mandatory)     | <b>Engage people to build positive relationships:</b> <ol style="list-style-type: none"> <li>1. Puts themselves in other people's shoes to accept and value different thinking</li> <li>2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience</li> <li>3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly</li> </ol> |
| Customer Focus<br>(mandatory)             | <b>Focuses on customers:</b> <ol style="list-style-type: none"> <li>1. Actively works to understand customers and stakeholders</li> <li>2. Engages customers in a friendly and appropriate manner</li> <li>3. Shows respect for customers and stakeholders</li> </ol>   |
| Safety and Professionalism<br>(mandatory) | <b>Models safe, professional and ethical behaviour:</b> <ol style="list-style-type: none"> <li>1. Identifies safety issues and problems, takes and monitors corrective action</li> <li>2. Is consistent in word and actions</li> </ol>  |

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|  |   |
|--|---|
|  | <ol style="list-style-type: none"> <li>Is viewed as trustworthy, honourable and truthful, and respectful of the view of others</li> <li>Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self</li> </ol>   |
| <b>Job Requirements (mandatory)</b>            | <b>Applies knowledge and skill:</b> <ol style="list-style-type: none"> <li>Able to demonstrate knowledge appropriate for their role</li> <li>Demonstrates strong skills in their functional area</li> <li>Committed to maintaining a high standard of practice in their role</li> </ol>   |
| <b>Cross-Organisational Thinking</b>           | <b>Understands how their work makes a difference to Council:</b> <ol style="list-style-type: none"> <li>Can describe the vision and purpose for their direct area</li> <li>Able to describe how their work contributes to organisational objectives</li> <li>Considers wider organisational objectives when making decisions and performing their work</li> </ol>                             |
| <b>Leading People</b>                          | <b>Supporting others:</b> <ol style="list-style-type: none"> <li>Provides considered and supportive feedback to other team members and colleagues</li> </ol>  |
| <b>Developing People with a One Team Focus</b> | <b>Supports others' capability development:</b> <ol style="list-style-type: none"> <li>Readily shares their knowledge and experience</li> <li>Acts as a coach, mentor, role model and sounding board for others</li> </ol>  |
| <b>Driving People's Performance</b>            | <b>Focuses on performance:</b> <ol style="list-style-type: none"> <li>Seeks to understand tasks, asks questions and knows what is expected of them</li> <li>Approaches challenging work situations with positive energy</li> <li>Sets priorities and organises self to meet work deadlines</li> <li>Reports progress and any potential delays of issues which may impact on others</li> </ol> |
| <b>Managing Stakeholders</b>                   | <b>Manages internal and external relationships:</b> <ol style="list-style-type: none"> <li>Written and verbal communication is clear and concise</li> <li>Listens to others actively and attentively</li> <li>Demonstrates a friendly and engaging interpersonal style</li> <li>Builds networks with peers</li> <li>Works collaboratively with others</li> </ol>                              |
| <b>Decision Making</b>                         | <b>Makes sound decisions:</b> <ol style="list-style-type: none"> <li>Demonstrates ability to research, understand and analyze information relevant to work tasks</li> <li>Shows judgement in decision making</li> </ol>   |
| <b>Making Improvements</b>                     | <b>Open to making improvements:</b> <ol style="list-style-type: none"> <li>Shows a willingness to try new ways of working</li> <li>Generates and shares new ideas and suggestions for improvement</li> </ol>  |
| <b>Progressing Change</b>                      | <b>Responds flexibly to changes:</b> <ol style="list-style-type: none"> <li>Works to embrace and assist change</li> <li>Helps to engage others in the change process</li> <li>Shows resilience in times of uncertainty</li> </ol>   |

## Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

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| Accountability                                    | Action  |
|---|---|
| 1. <b>Workplace Health and Safety</b>             | <ul style="list-style-type: none"> <li>Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.</li> </ul> |
| 2. <b>Culture</b>                                 | <ul style="list-style-type: none"> <li>Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.</li> <li>Comply with Council's Code of Conduct and all Council policies and procedures at all times.</li> </ul>   |
| 3. <b>Information Services and Technology</b>     | <ul style="list-style-type: none"> <li>Protect and manage Council's information assets in accordance with legislative, Policy and process requirements.</li> <li>Use Council's technology appropriately and with respect.</li> </ul>  |
| 4. <b>Disaster Management</b>                     | <ul style="list-style-type: none"> <li>Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.</li> </ul>  |
| 5. <b>Customer Service</b>                        | <ul style="list-style-type: none"> <li>Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.</li> </ul>   |
| 6. <b>Financial Accountability and Governance</b> | <ul style="list-style-type: none"> <li>Models compliance with Council's procurement Policy.</li> <li>Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.</li> <li>Legislative Sub-Delegations and authorisations may also be applicable.</li> </ul>  |
| 7. <b>Corporate record keeping</b>                | <ul style="list-style-type: none"> <li>Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.</li> </ul>  |

## Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

| Vaccination Name | Requirement  |
|------------------|--|
| Fluvax           | <ul style="list-style-type: none"> <li>All staff are eligible, this is an optional general flu vaccination.</li> </ul> |

## Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

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|                              |     |
|------------------------------|-----|
| <b>Signature of Employee</b> |     |
| <b>Print Name</b>            |     |
| <b>Date</b>                  | / / |

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