



<b>Position Description</b>	
<b>Property Coordinator</b>	
<b>Name of appointed officer:</b>	<b>Vacant</b>
<b>Date of appointment:</b>	
<b>Date of last review of position description:</b>	<b>October 2015</b>

<b>1.</b>	<b>Salary and conditions</b>	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 3 Level 2
	Position limit within salary system: (20 Grade structure)	Grade 13 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	35

<b>2.</b>	<b>Organisational relationships</b>	
	Group:	Organisational Performance & Governance
	Section:	N/A
	Unit/team:	Property
	Work base:	Grafton
	Position responsible to:	Executive Manager OP&G
	Level of support and supervision:	Minimal
	Level of personal management	High
	Level of teamwork required:	High
	Supervision of staff:	Property Officer
	Internal contacts:	All staff within Council involved in property related activities
	External contacts:	Government agencies (Crown Lands, LPI),

<b>2.</b>	<b>Organisational relationships</b>
	community representatives, individuals, business owners/groups, industry networks – Property Network, other councils

<b>3.</b>	<b>Physical demands of the position</b>
3.1	Frequent use of computer keyboard
3.2	Prolonged sitting

<b>4</b>	<b>Purpose of the position</b>
4.1	To provide a lead strategic role and central point of contact in relation to Council's property portfolio.
4.2	To manage and coordinate the property administration functions of Council.

<b>5.</b>	<b>Major duties and responsibilities</b>
5.1	Oversee development of the Property Strategy.
5.2	Coordinate the development and review of sound policies and procedures in relation to property administration.
5.3	Provide central point for operational enquiries for all Council owned/managed land: Provide back up to the Property Officer and resolve complex matters not able to be referred to appropriate operational manager or Property Officer.
5.4	Undertake ongoing rationalisation of Council's various properties including identification and disposal of redundant property.
5.5	Coordinate Property section budget, staffing, training and efficient use of resources.
5.6	Oversee the process of procurement and disposal of property.
5.7	Prepare reports to Council and Executive for property related matters.
5.8	Manage applications for transfer of Crown Roads to Council in conjunction with the relevant managers.
5.9	Manage proposals to close Crown and Council public roads in conjunction with the Civil Services section.
5.10	Manage the process in relation to roads acquisitions and/or widening within private land or Crown Reserves (for non-road purposes).
5.11	Oversee lease of Council owned and managed land /reserves, and unused Council roads Monitor rental returns ensuring maximisation of revenue.
5.12	Grant easements over Council owned land to third parties - scope, liaise with legal adviser, negotiate with requesting landowner and site visits (if required).
5.13	Manage acquisition of easements over private and Crown land for flood mitigation, drainage, water, sewerage, and access to Council facilities.

<b>5.</b>	<b>Major duties and responsibilities</b>
5.14	Manage compulsory acquisition of private and Crown land and interests in such land and maintain website "Plans of Land to be Compulsorily Acquired".
5.15	Coordinate Property and Land registers in accordance with legislation in conjunction with the Property Officer.
5.16	Ensure Council land is classified correctly as community or operational in conjunction with the relevant manager and Property Officer.
5.17	Ensure Certificates of Title to Council owned land are properly controlled and accurate.
5.18	Where required, obtain covenants/caveats over third party land to protect Council's interests.
5.19	Coordinate tenures for residential land in conjunction with real estate agents. Monitor agents' and rental performance.
5.20	Develop and implement compliance audits for Council and Crown land managed by Council (encroachments, conditions and inspections by relevant manager).
5.21	Complete relevant sections of the Crown Lands Annual Report -
5.22	Coordinate legislative compliance in relation to all property matters including Real Property Act, Local Government Act and Roads Act, Land Acquisition (Just Terms Compensation) Act and Crown Lands Act.

<b>6.</b>	<b>Essential criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application</i>
<b>6.1</b>	<b>Education and knowledge</b>
6.1.1	Bachelor of Property (Development, Investment and Valuation) or Bachelor of Business (Property) or similar; <b>or</b> equivalent relevant industry experience
6.1.2	Knowledge of property related legislation
6.1.3	Demonstrated understanding of contract administration applicable to the property function
<b>6.2</b>	<b>Licences/tickets, clearances, membership</b>
6.2.1	Current Drivers Licence
<b>6.3</b>	<b>Experience</b>
6.3.1	Demonstrated experience in dealing in property transactions including acquisitions, sales and leasing
6.3.2	Demonstrated commercial acumen, including ability to maximise property related revenue streams
6.3.3	Demonstrated experience in strategic review of property holdings and implementation of outcomes
<b>6.4</b>	<b>Position related skills</b>
6.4.1	Demonstrated problem solving skills and capacity to think strategically

6.4.2	Ability to provide clear, accurate and timely advice in relation to property issues
6.4.3	Demonstrated well developed interpersonal, negotiation, dispute resolution and communication (written and oral) skills, including ability to liaise with a wide range of internal and external stakeholders including landholders, solicitors and state government departments
<b>6.5</b>	<b>Work qualities</b>
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

<b>7.</b>	<b>Desirable criteria</b>
<b>7.1</b>	<b>Education and knowledge</b>
7.1.1	Post graduate qualifications in management , property or related field
7.1.2	Property valuation or real estate qualification
<b>7.2</b>	<b>Experience</b>
7.2.1	Experience in a similar local government or public sector property management role

<b>8</b>	<b>Other features of this position may include</b>
	Nil.

<b>9.</b>	<b>Generic performance requirements</b>
	<b>Ethics/probity</b> – act in accordance with the Code of Conduct.
	<b>Equal employment opportunity</b> - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	<b>Health and safety (WHS)</b> - undertake duties and act at all times in accordance with the WHS Management System.
	<b>Other duties (outside of specific position requirements)</b> - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the <b>Use of skills</b> Clause in the Local Government (State) Award will apply.

<b>10.</b>	<b>Declaration</b>
<p>In signing this declaration I acknowledge that I, ..... , have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p> <p>Signed: ..... Date: .....  <i>Employee</i></p> <p>Signed: ..... Date: .....  <i>Manager Human Resources</i></p>	