

Position Description

Property Coordinator

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2021

Salary and conditions

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 fortnight:	70

Organisational relationships

Directorate:	Works & Civil
Section:	Strategic Infrastructure
Team:	Procurement
Work base:	Rushforth Road Works Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Strategic Infrastructure
Level of support and supervision:	Medium
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Property Officer Support Officer (Acquisitions & Disposals)
Internal contacts:	All staff within Council involved in property related activities
External contacts:	Government agencies (Crown Lands & LRS), real estate agents, surveyors, solicitors, community representatives, individuals, business owners, property industry & local government networks.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Purpose of the position

The Property Coordinator manages and advises on acquisition, disposal and tenure agreements for Council's property portfolio and is a leading contributor to the design phase of Council's capital & major works programs providing key information about Council owned and managed land.

Major duties and responsibilities

Develop and maintain the strategic policy framework for property management and deliver resulting action plans.

Manage a small team that acts as the central point for operational enquiries about Council owned and managed land.

Schedule and deliver Council's property rationalisation program.

Advise at the design stage on land status and classification including encroachments and alignment prior to the delivery of capital and major works programs.

Major duties and responsibilities

Oversee the process of acquisition of land and property required by Council and disposal of Council owned land and property.

Coordinate applications for transfer of Crown Roads to Council, closure of public roads, realignment of road reserves, transfer of Council managed Crown land to third parties.

Coordinate the acquisition of easements over private and Crown land to meet operational needs and the granting of easements over Council land to third parties.

Classification of Council land and contribution to reclassification of land via planning proposals.

Contribute to the management of legislated property and land registers and oversee accuracy of Certificates of Title for Council owned land.

Oversee the preparation and renewal of tenure arrangements for Council property and use of Council owned and managed Crown land.

Oversee legislative compliance in relation to property matters under the Local Government Act, Roads Act, Land Acquisition (Just Terms Compensation) Act, Crown Lands Act and Real Property Act.

Application of Native Title Act provisions to the functions managed.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications in property management and an understanding of the various legislative requirements relating to property management.

An understanding of the application of Native Title as it relates to the functions of the role, or willingness to attain.

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Experience in property and /or land management roles.

Experience in property transactions including acquisitions, disposals and leasing.

A familiarity with property related legislation is a strong advantage.

Position related skills

Problems solving skills and capacity to consider multiple impacting factors and impacts of decisions, simultaneously.

Being organised and able to provide clear and accurate information and advice in a timely manner.

Well developed communication skills (written, verbal and interpersonal)

Ability to work cross organisationally and contribute to the programs being delivered by other sections on property related matters.

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Experience

Experience in a range of local government property and land management activities is a strong advantage.

Physical requirements of the position

Prolonged periods of sitting

Frequent use of computer keyboard

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - 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 **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

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.

Signed:

Employee

Date