

CLARENCE VALLEY COUNCIL

Position Description

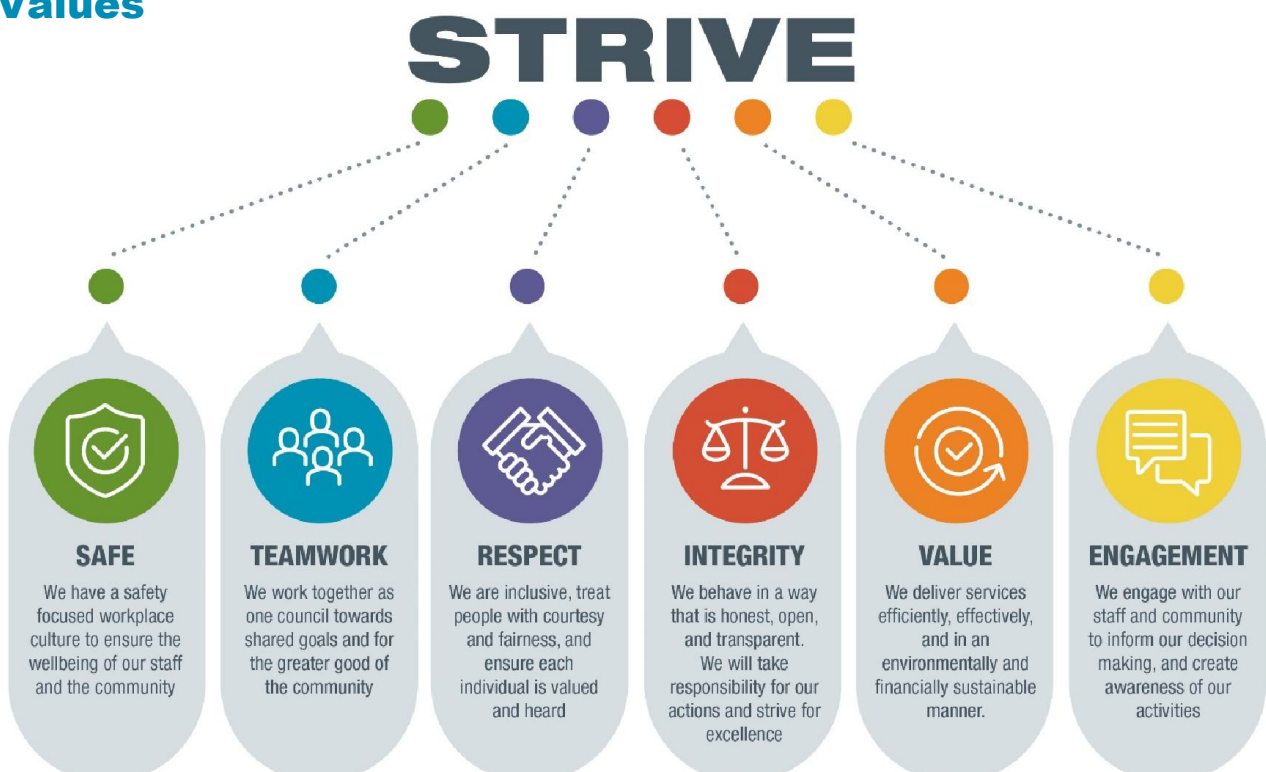
Support Officer (Acquisitions and Disposals)

Directorate	Works & Civil Strategic Infrastructure Section
Location	Grafton
Classification/Grade/Band	Grade 5
Position Code	
Date position description approved	30 June 2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Support Officer is to provide administrative support to the Property Coordinator and the overall property function for Council's property transactions relating to acquisitions and disposals over Council owned/managed land and roads.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide administration for permanent road closure applications, road transfers and acquisitions of land for road purposes by reviewing and assessing, preparing status report/s and relevant correspondence and liaising with stakeholders from inception through to completion.
- Assist with reviewing, assessing and negotiating property acquisitions and disposals for Council land, preparing the relevant correspondence and facilitating the transaction.
- Assist with reviewing, assessing and negotiating of granting easements on Council owned/managed land, preparing the relevant correspondence and facilitating the transaction.
- Research of records to ascertain property and road status, land use and development history.
- Build and maintain cooperative and supportive internal and external working relationships with stakeholders to foster growth and development and to support operational effectiveness.
- Contribute to the review and provide input and feedback on current processes and procedures and participate in working groups to implement improvements.
- Providing property support and advice to and coordination with other Property staff and Council Departments for the property function.
- Engaging with internal and external stakeholders, including other agencies and consultants, for the purposes of property transactions.

Key challenges

- Setting and managing a range of competing priorities while completing multiple tasks and delivering results within statutory and other agreed timeframes.
- Support property matters by delivering efficient administration services whilst working in a fast-paced environment with numerous stakeholders, providing a balance of risk mitigation whilst following Council strategies, policy and procedure.
- Being alert to emerging issues and concerns and acting quickly to resolve, mediate or de-escalate.

Key internal relationships

Who	Why
Property Coordinator	Provide support and communicate on administrative procedures for property related issues.
Staff	Collaborate and seek input and provide guidance and advice on property related processes.

Key external relationships

Who	Why
Members of the public	Correspond and liaise with on applications and status of matters.
Government agencies, industry networks	Seek advice, approvals, liaise and inform.
Contractors/Consultants	Provide information and advice.

Key dimensions

Decision making

Makes decisions and acts within Council's core values, ethical standards, strategic plans, policies and priorities, legislative and regulatory frameworks, delegations, agency policy and procedural frameworks and guidelines.

Reports to	Property Coordinator
Direct reports	Nil
Indirect reports	Nil





Essential requirements

- Certificate in property, administrative or customer service related field; or relevant industry experience.
- Current Driver's Licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Resources Procurement and Contracts	Intermediate	<ul style="list-style-type: none">• Helps others understand and comply with basic ordering, receipting and payment processes• Contributes to the identification of business requirements, deliverables and expectations of suppliers• Provides objective input to evaluation processes for proposals and tenders• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements