

POSITION DESCRIPTION

Position Title:	Property Specialist	Position Code:	
Division:	Organisational Performance	Grade:	G
Location:	Dubbo	Hours/Week:	35
Reports to:	Manager Property and Land Development		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Property Specialist will administer land matters and associated systems and procedures including Crown Lands under the responsibility of Council, Plans of Management, road closures, compulsory land acquisitions, and other property transactions, to ensure Council obtains best value and effectively meets its relevant legislative obligations.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Crown Land Management	<ul style="list-style-type: none"> Perform the role of Council's principal Native Title Manager under the <i>Crown Land Management Act 2016</i>. To provide the lead role and point of contact and advice on native title and Aboriginal Land Claim matters. Prepare and review plans of management and policy documents for lands under Council's control and management. Provide timely, accurate and succinct advice and information on reserves, planning and management issues, including native title and Aboriginal land claim considerations to Council, Council Committees and to external forums. Undertake tenure history and historical land use research – particularly in relation to native title and Aboriginal land claims. Liaise with and assist Council's legal representatives on native title and Aboriginal land claim matters, including the review of draft terms of agreements and/or consent determination for settlement of claims. Provide advice on development applications in regard to Native Title and Crown Land tenure issues and requirements.
Property Dealings	<ul style="list-style-type: none"> Facilitate, manage and undertake compulsory land acquisition matters under the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> and the road closure process in relation to Council's road upgrading program. Regular liaison with other Council departments to prioritise urgent projects for land acquisitions. Undertake property acquisition and disposal projects as directed by Manager Property and Land Development, including easements and other legal interests in property. Undertake land investigations as directed by Manager Property and Land Development.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> Drafting, negotiating and finalising lease, licence and other property-related agreements, including sale/ purchase contracts. Investigate, respond to, and undertake all required actions to finalise general enquiries related to Council-owned and managed properties.
Teamwork and Involvement	<ul style="list-style-type: none"> Regular liaison with Manager Property and Land Development, Directors, and representatives from cooperating government organisations to facilitate efficient and timely program decision making. Form positive, collaborative and customer-focused relationships with internal and external stakeholders.
Other Duties (outside of specific position requirements)	<ul style="list-style-type: none"> Under the provisions of the <i>Local Government (State) Award</i>, 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 <i>Local Government (State) Award</i> will apply.

Inherent Requirements of the Position

- Class C drivers licence
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- Ability to work irregular hours as required.

Selection Criteria

Essential

- Tertiary qualifications in natural resource management, environmental sciences, town planning, law, property valuation, or a related discipline; or equivalent relevant industry experience.
- Strong negotiation skills.
- Strong organisational, administrative, and time management skills.

Desirable

- Demonstrated knowledge of native title and the requirements of the *Native Title Act 1993* in the management of Crown Land.
- Experience with, and working knowledge of, the *Environmental Planning and Assessment Act 1979*.
- Previous experience in Local Government.

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> Progressive <ul style="list-style-type: none"> Be Curious, Courageous and Committed Sustainable <ul style="list-style-type: none"> Balanced Approach To Growth and Opportunity
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Organisation Wide Accountabilities

	<ul style="list-style-type: none"> • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: