

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Property and Land Development	<b>Position Code:</b>	
<b>Division:</b>	Organisational Performance	<b>Grade:</b>	Manager Grade 2 Total Remuneration Package
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Director Organisational Performance		
<b>No. Direct Reports:</b>	3	<b>No. Indirect Reports</b>	

### Primary Purpose of Position

Manager Property and Land Development is responsible for managing the Local Government Area's property and land development portfolio, ensuring Council maximises their return on land and property assets.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Council's Property Portfolio	<ul style="list-style-type: none"> <li>• Provide specialist advice to ensure the existing property portfolio is managed and new development opportunities are undertaken that best support the ongoing viability of Council.</li> <li>• Provide advice and oversee effective management of Council's leases and licences including property, buildings and communications</li> <li>• Prepare business cases, feasibility assessments and project status reports for presentation to the Executive Team and Council.</li> <li>• Undertake the Acquisition and disposal of land and property on behalf of Council.</li> <li>• Provide advice on general property matters including easement creation and release, and land reclassification.</li> </ul>
Land Development/Property development/redevelopment	<ul style="list-style-type: none"> <li>• Provide specialist advice on the development strategy of Council, and the acquisition, delivery, financial viability and risk of large and complex development projects.</li> <li>• Initiate and manage strategic development partnerships and joint ventures to maximise economic outcomes of development opportunities.</li> <li>• Source, evaluate and recommend acquisition and development opportunities in line with the Council's Strategic Plans.</li> <li>• Monitor and report on the planning and progress of Council's development projects and make recommendations.</li> </ul>

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> <li>Oversee contract management obligations within project development, ensuring the organisation complies with best practice in relation to procurement and tendering processes, monitoring, review and reporting.</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>Provision of a property development project management service as required.</li> <li>Manage the project development processes, ensuring the processes are thorough, consultative and projects are completed within budget and in a timely manner.</li> </ul>
Leadership and Relationships	<ul style="list-style-type: none"> <li>Represent the Branch ensuring that branch activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation.</li> <li>Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation.</li> <li>Provide the communication link from the Director to the members of your branch.</li> <li>Form positive, collaborative and customer-focused relationships with internal and external stakeholders.</li> </ul>
Team/People Management	<ul style="list-style-type: none"> <li>Manage and coordinate the Property Assets team and their duties ensuring that individual accountabilities and performance are monitored and achieved.</li> <li>In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control.</li> <li>Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues.</li> <li>Foster a culture that values its people and encourages and supports customer focus, integrity and one team.</li> </ul>
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> <li>Develop, coordinate and implement the branches components into the following strategic plans &amp; documents for approval;               <ul style="list-style-type: none"> <li>Business Plan</li> <li>Agreed brief</li> <li>Branch Budget</li> <li>Operational Plan</li> <li>Delivery Program</li> </ul> </li> <li>Provide input into corporate plans, reports, programs, and policies as required and monitor branch performance.</li> <li>Implement organisational systems within the Branch in accordance with Council's strategic plans and policies.</li> </ul>

#### Inherent Requirements of the Position

- Class C drivers licence

- Ability to work irregular hours as required
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours. Personal calls are to be reimbursed regularly.
- This position is supplied with a mobile computing device for use on Council business.
- 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

1. Bachelor Degree in either Land Economics, Town Planning, Property or related discipline.
2. Detailed understanding and experience in land development (residential and Industrial)
3. Detailed understanding of the legislative frame work that is related to land / property development, leases and licencing, and including property acquisition and disposal
4. Highly developed leadership, planning and negotiation skills
5. High level organisational skills with demonstrated experience in managing multiple projects and adhering to deadlines.
6. Staff management experience and strong communication skills with demonstrated ability to build and maintain positive, cooperative and productive relationships with staff, the Council, the community and key stakeholders

#### Desirable

7. The ability to undertake complex feasibility and economic analysis, and provide high order advice to the Council's executive in relation to property matters
8. Local Government related experience in asset management systems and WHS systems

### Organisation Wide Accountabilities

#### Corporate Values

#### Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together
- **Integrity**  
Accountable For Our Actions

#### Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

	<ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• 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</li> </ul>
Sustainability	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.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• 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.</li> </ul>

#### 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: