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| **COMMUNITY PROPERTY OFFICER** |
| **POSITION NUMBER** | **CCD022** |
| **DIRECTORATE** | **Community and Culture** |
| **SECTION** | **Programming & Operations** |
| **REPORTS TO** | **Coordinator, Programming and Operations** |
| **DIRECT REPORTS** | **1** |
| **GRADE** | **10** |
| **CONDITIONS OF EMPLOYMENT** | Local Government (State) Award 2020 |
| **DATE PREPARED** | February 2019 |
| **DATE LAST UPDATED** | October 2021 |

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| 1. **PURPOSE OF THE POSITION**
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| To work with the Coordinator Programming and Operations to assist in the management of leases and licences for community properties, commercial car parking and others as directed. |

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| 1. **KEY ACCOUNTABILITIES**
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| * 1. Assist in the management of all Council leases and licences for community properties, commercial car parking and others as directed.
	2. Assist with property transactions including leases, licences, caveats, easements, encroachments - ensuring transactions comply with relevant legislation.
	3. Assist with statutory land matters such as road closures, re-zonings, reclassifications.
	4. Process and respond to property enquiries and complaints.
	5. Provide service to internal customers as a regular part of the job, including answering queries, providing documentation and sourcing advice
	6. Other duties as directed by the Coordinator Programming and Operations.
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| 1. **KEY MANAGERIAL ACCOUNTABILITIES**
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| **Leadership** * 1. ‘Lead by example’.
	2. Input to and implement Council/Line Manager decisions at a strategic and operational level.
	3. Create, embrace and lead change. Manage resistance to change.
	4. Treat others with respect and compassion.

**People Management*** 1. Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
	2. Objectively evaluate staff, provide feedback and communicate expectations.
	3. Plan for the future, set team goals, identify priorities and follow through.
	4. Deal with non-performance and inappropriate behaviour in a timely manner.

**Communication** * 1. Communicate to all in a clear and concise manner both written and verbal.
	2. Promote cross organisational communication and collaboration.
	3. Foster good working relationships with external and internal stakeholders.
	4. Communicate with staff on a regular basis and gain their input where appropriate.

**WHS / Risk Management*** 1. Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
	2. Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
	3. In consultation with employees, develop and continually monitor the work area’s Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
	4. Monitor and evaluate the performance of Team Leaders / Supervisors against their risk management responsibilities.
	5. Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

**Governance*** 1. Manage operations and resources for cost effective achievement of team goals.
	2. Prepare, manage and take accountability for financial budgets within the program.
	3. Identify and implement customer service initiatives.
	4. Effectively manage systems to optimise the use of resources.
	5. Ensure knowledge of industry trends and innovations for best practice delivery of service.
	6. Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
	7. Understand and comply with Local Government Act 1993 and other relevant legislation.
	8. Support the strategic and corporate priorities of the General Manager and Executive.
	9. Maintain all relevant policies, procedures, practices and staff communications with relevant Federal

 and State Legislation and implement as necessary to ensure Council’s compliance.* 1. Other duties as required.
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| 1. **WORKPLACE HEALTH AND SAFETY**
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| ‘There is always time to work safely’. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council’s Policies and Procedures relating to Workplace Health and Safety.  |

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| 1. **MODEL CODE OF CONDUCT**
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| Council’s Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support. |

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| 1. **EQUAL EMPLOYMENT OPPORTUNITY**
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| Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions. |

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| 1. **COUNCIL’S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES**
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| Comply with all Council’s Management Guidelines, Policies and Procedures |

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| 1. **CUSTOMERS**
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| * 1. Provide effective service to Council customers and the community
	2. Provide effective service to internal customers
	3. Present a positive image of Council
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| 1. **LIMITS OF AUTHORITY**
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| Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council’s Delegations of Functions. |

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| 1. **SELECTION CRITERIA**
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| **Qualifications, Certificates & Licences*** 1. Tertiary or professional qualifications in the property field (or working towards) such as valuation, land economics, commerce, project management, urban planning, real estate or related disciplines.

**Essential*** 1. Demonstrated experience in the property sector, ideally in the management of property asset portfolios and / or in property development / urban planning.
	2. Sound understanding of legal documents such as contracts, leases, licences and land title.
	3. Sound knowledge of statutory requirements and legislation applicable to the management of a government property portfolio.
	4. Excellent problem solving and negotiating skills.
	5. Strong time management skills.
	6. Excellent written and oral communication skills.
	7. Must be fully vaccinated (minimum 2 doses) with an approved COVID-19 vaccine and provide Council with evidence of vaccination, or an accepted certified medical contraindication. Council reserves the right to confirm the validity of contraindications in accordance with NSW Health guidelines, and to direct a Worker to undertake an independent medical examination in relation to the issuance of a medical contraindication certificate.

**Desirable*** 1. Relevant Local Government experience.
	2. Experience and exposure to project management in the property sector.
	3. Driving Licence Class C (Car)
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