

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Officer – Property Support		
<b>Directorate</b>	Corporate and Community Services	<b>Branch/Section/Unit</b>	Property Management Section
<b>Position Number</b>	1055	<b>Level</b>	4
<b>Award</b>	Queensland Local Government Officers' Award 1998		
<b>Line Manager</b>	Manager Property – Tenure/Legal		
<b>Direct Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

To provide general administrative and program support for Council's Property Management Section, including liaison with key stakeholders to ensure the property portfolio meets the existing and future needs of the organisation in the management of Council's property portfolio.

### Key Responsibilities of the Role

- Ensure all nominated tenure agreements are executed for the use of Council owned/controlled land and property, in compliance with statutory and council requirements and nominated timeframes.
- Ensure all executed tenure agreements for the use of Council owned/controlled land and property, are reviewed annually in accordance with Council's asset database to ensure conditions of the tenure agreements are being fully met and maintained.
- Ensure all acquisitions and disposals of Council owned and controlled land are undertaken in compliance with statutory and council requirements and nominated timeframes.
- Ensure all commercial facilities are compliant in accordance with tenure agreements.
- Provide professional, timely, effective and relevant advice to external and internal customers relating to the management of council owned/controlled land and property to facilitate existing and future business needs.
- Provide administrative support to the Property Management Section as required such as correspondence and attending to internal and external enquiries, and including general filing.

### Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.

## Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated experience, knowledge and understanding in the management of land and property agreements and contracts.
- Demonstrated experience, knowledge, understanding and ability to interpret relevant legislation and policies related to the management of property.
- Demonstrated ability to undertake a number of projects simultaneously in a challenging and changing work environment to ensure timelines and customer requirements are met.
- Demonstrated ability to work in a team based environment, but to also work autonomously when required.
- Demonstrated interpersonal and communication skills in the provision of excellent customer service and to establish and maintain stakeholder relationships.
- Demonstrated ability to analyse and interpret property management requirements with a high level of problem solving, research, evaluation and report writing skills.

## Desirable Knowledge/Skills/Qualifications Criteria

- Formal qualifications (Certificate II or higher) in Business Administration or in a legal/property tenure environment.
- Previous experience in the use of property mapping software.
- The ability to demonstrate initiative with improvement processes.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional local travel.

## ORGANISATIONAL INFORMATION

### Delegation/Authorities requirements of the position

The Delegations and Authorities for this position can be accessed here – [GRC009](#).

# Position Description

## Safety

### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

### Responsibility

Applying council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

### Related documents

- WHS Policy statement [WHSPOL004](#).
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position. It can be found here – [WHSPOL010](#).

## Code of Conduct

As per the Staff Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures. The Code of Conduct OCPOL001 can be found here – [OCPOL001](#).

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy which can be found here – [CGPOL002](#).

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable** – We take responsibility for our actions. We will be accessible and fair.

**Consistent** – Our actions will reflect council's guidelines and practices at all times.

**Appreciative** – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – We will keep people informed, consult with the community and will actively listen to and respond to their input.

# Position Description

**Respectful** – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved By

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*