

Position description

Property Officer

Division:	Corporate Services
Department:	Governance
Reports to:	Senior Property Officer
Number of direct reports:	Nil
Location:	Yalawanyi Ganya, Taree
Grade:	8
Employment status:	Full-time
Hours of work:	35
Date approved:	February 2024

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Property section of the Governance department and is responsible for the provision of property management services to both internal and external customers, as well as investigating and responding to Aboriginal land claims made over Council owned and managed land.

Key Accountabilities & Duties

- Responsible for the property management of council land and buildings, including leasing, licencing or granting of other estates in respect of Council property.
- Assist the Council's appointed Native Title Manager with researching in the preparation of reports to satisfy Council's obligations under the Crown Land Management Act 2016 (NSW) and associated legislation, including the making of enquiries in connection with the

Native Title Tribunal, Native Title Tribunal Determinations, ILUA's and court decisions to identify the status of Crown land managed by Council.

- Responsible for investigating and responding to Aboriginal land claims made under the Aboriginal Land Rights Act 1983 (NSW) which affect Council owned and managed land (including Crown land).
- Assist GIS staff with the maintenance and management of the Aboriginal land claims GIS layer, which provides information to Council officers about any active claims across the region.
- Act in consultation with Council's Coordinator Property Services and Senior Property Officer in the performance of all property management functions relating to Council's diverse property portfolio through the application of specialised knowledge and skills.
- Determine property status through understanding deposited plans, certificates of title, registered dealings, zoning, history and heritage and general knowledge of conveyancing principles.
- Work collaboratively with Council's Legal Team to update Council's various property lease and licensing templates.
- Assist the Senior Property Officer and Coordinator Property Services with undertaking appropriate selection processes (including EOLs and tenders) for prospective lessees of Council properties, applying Council policy and the principles of sound financial management.
- Conduct periodic inspections of the various leases/licences and other agreements in place with occupiers of Council's diverse rental portfolio.
- Liaise with lessees, licensees, community groups, potential occupiers or their representative, Government Agencies, landowners, surveyors, legal and valuation representatives and other stakeholders as required in relation to property management matters.
- Prepare and submit with recommendations and reports relating to various property management matters to the Senior Property Officer and Property Services Coordinator and provide advice and support to Council staff about property management matters especially in respect of relevant legislative provisions (e.g. Local Government Act 1993 (NSW) and Crown Land Management Act 2016 (NSW) requirements).
- Register outgoing correspondence, reports, agendas and business papers in Council's Electronic Records Management System.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. TAFE Diploma in property management/real estate/conveyancing related discipline or similar field.

2. Extensive experience in the negotiation and preparation of leases, licences and other tenancies.
3. Substantial knowledge of contract, lease and licence legislation, procedures and documentation.
4. Demonstrated initiative, self-motivation and the ability to work independently, prioritise tasks and meet deadlines.
5. Demonstrated commitment to a high level of customer service and the ability to engage with members of the community and users of council's facilities.
6. Sound decision making and problems solving skills.
7. Sound knowledge of MS Office suite.
8. Proven ability to work within a team environment, build relationships and work collaboratively to achieve desired goals.
9. Excellent communication and interpersonal skills.
10. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
11. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
12. Current Class C Drivers Licence





Position Capabilities

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.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

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

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☐

