

Position Title:	Trainee Property Officer		
Position Code:	TR001	Evaluated:	N/A
Award Classification:	Band:	T4	Level: N/A
Salary System Grade:	Grade:	Trainee	Minimum Level: T4
Approved:	M.Lysaught, K.Long		Date: 09/01/2018

Primary Purpose of the Position

The Trainee Property Officer will assist in administering Council's landowner/property functions under the direction of the Commercial Property Coordinator and in accordance with Council's capability framework, values and business objectives.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Identify legal and ethical requirements of property management and sales to complete Council's landowner/property functions.
2. Assist in the recording, classification and documentation of Council's properties.
3. Assist in maintaining Council's property register and tenancy schedules.
4. Provide administrative support in the sale, leasing and licensing of property.
5. Assist in the provision of administrative support to technical and professional staff such as word processing, desktop publishing, data input, preparation of routine correspondence and compilation of professional business documents.
6. Respond to internal and external customer property enquiries.
7. Assist in conducting inspections of Council's property to ensure tenant compliance with leases, conduct risk assessments and identify required maintenance for review of the Coordinator.
8. Assist in administering the Property Maintenance Plan for Council properties.
9. Assist in the maintenance of data in the Property software systems and databases to ensure correct recording and integrity of all property related information
10. Assist in resolving conflict and disputes for current and future Council tenants.
11. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability

Capability & Behaviour Descriptors



Communication - Listen, interpret and convey information in a clear and respectful manner

- Explain things clearly and respectfully
- Allow others time to speak, and actively listen to others
- Approach conflict objectively, and refer to a supervisor where appropriate



Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislation, frameworks and policies

- Be responsible for your own actions
- Understand and follow policies and procedures
- Comply with safe work practices to ensure the safety of self and others



Achievement - Achieve quality outcomes in line with organisational objectives

- Complete work tasks within acceptable timeframes and standards
- Clarify role and responsibilities when unsure of tasks
- Understand that your own work relates to achieving organisational objectives

Key Tickets, Qualifications and Other Skills

1. Higher School Certificate or Equivalent;
2. Current NSW Drivers License;
3. A requirement of this role is to complete a Certificate IV in Property Services (Real Estate) which also includes gaining a Certificate of Registration in Real Estate;
4. Developed communication, literacy, numeracy and computer skills;
5. Demonstrated Interest in gaining a career in Real Estate & Property Services;
6. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above); and
7. Demonstrated Fundamental key capabilities as defined in the Key Capabilities Table (above).