

Position Title:	Property Officer		
Position Code:	P057	Converted:	05/07/2017
Award Classification:	Band:	2	Level: 1
Salary System Grade:	Grade:	2	Minimum Level: 1
Approved:	M. Lysaught	Date:	05/04/2017

Primary Purpose of the Job

The Property Officer will assist in administering Council's landowner/property functions under the direction of the Manager Property & Building Services 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 job is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's People Capability Framework:

1. Ensure Council's property is accurately classified and all documentation is recorded.
2. Maintain a property register that is easily accessible to all of Council.
3. Provide administrative support in the sale, leasing and licensing of property.
4. Maintain tenancy schedules.
5. Provide reliable 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 customers 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 Manager.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council Capability Framework applies to all Council employees. This job requires the following level of capabilities in accordance with the Framework:

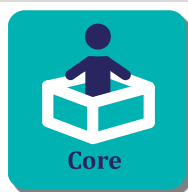


The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours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

Muswellbrook Shire Council Capability Framework

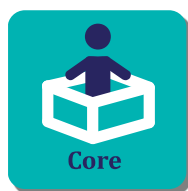
Group and Capability

Behaviour Indicators



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

- Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values
- Understand and act in accordance with legislative and policy frameworks
- Recognise and report misconduct, illegal and inappropriate behaviour



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

- Be responsible and accountable for your own actions
- Act within delegation of authority levels, and work within legislation, frameworks and policies
- Understand and follow safe work practices, and consider risks in daily operations



Achievement - Achieve quality outcomes in line with organisational objectives

- Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards
- Identify and suggest system or process improvements within your own functional area
- Understand work objectives and align operational activities accordingly

Key Tickets, Qualifications and Other Skills

1. NSW Certificate of Registration - Real Estate Industry (desirable)
2. Certificate III Business Administration, or equivalent experience
3. Class C Driver's Licence
4. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
5. Demonstrated Developed key capabilities as defined in the Key Capabilities Table (above).