



Candidate Information

Cook Shire Council

Property and Commercial Services Coordinator

September 2021

Cook Shire



Cook Shire Overview



Cook Shire enjoys a mild tropical climate with the wet season typically running from January to March, which is also the hottest part of the year. April to December brings a drier period and cooler weather, with temperatures averaging 27 degrees.

The number of people visiting Cook Shire and moving to this beautiful region is growing steadily, as access and facilities improve across the communities. There are airports and airstrips in most areas of the Shire, with the largest in Cooktown and Coen, and scheduled or charter flights available to those destinations and there is a regular bus service between Cairns and Cooktown.

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000km² and occupies 80 per cent of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts. About half of the Shire's 4600-strong population live in Cooktown, on the banks of the Endeavour River, with the remainder spread between the smaller population centers of Marton, Laura, Lakeland, Coen, Ayton, Rossville, Portland Roads and offshore islands including Lizard Island.

Cook Shire is enriched by the unique contributions of its smaller communities, with Lakeland a national leader in agriculture and Laura world famous for its rock art.

Cook Shire Council

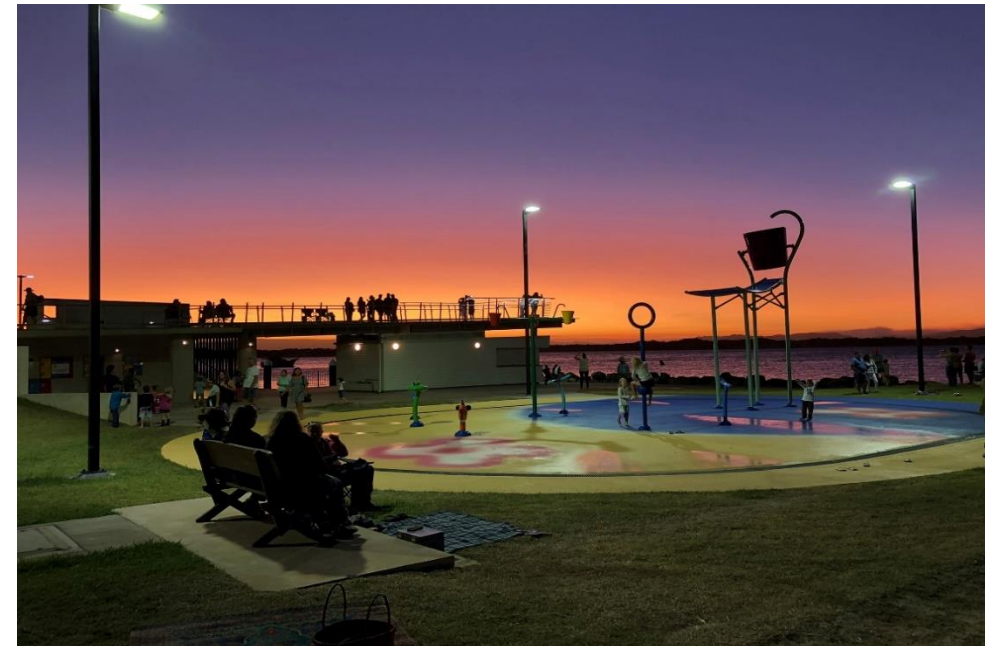
Council has developed an organisational structure that maximises the effectiveness of service delivery to the community. The Council comprises the Chief Executive Officer and Executive Leadership Team along with three departments:

- Organisational Business Services.
- Community, Economy and Innovation.
- Infrastructure Services.

The Mayor, Chief Executive Officer and Directors form the Executive Leadership Team. The role of this team is to provide consultation on issues regarding the Council's strategic direction and long-term planning.

As one of the largest employers in Cape York, Cook Shire Council supports this growing region and a diverse community of over 4,400 people. It is ranked in the top 10 per cent of local governments across Australia so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.

Construction was completed on the Gateway to Cape York project in 2021. This \$1.2 million project at Lakeland on Mulligan Highway features an iconic "gateway" which includes a purpose-built traveler information centre, a rest stop area and an interactive sculpture park that showcases communities from Cape York. The projects completion time aligned to welcome visitors attending the Cooktown and Cape York Expo 2021 held between 11-20 June this year.



Corporate Values

Corporate Values and Principles

Cook Shire Council promotes, encourages, rewards and actively believes in:

- providing a safe workplace;
- adopting honest and progressive systems of accountability and reporting;
- working with our communities and stakeholders to plan define, achieve and celebrate common short and long-term goals;
- actively sharing responsibility for improving sustainable, service provision for all customers;
- ensuring equal opportunity for all employees, potential employees, employees pursuing promotion and cross-skilling, and persons and organisations seeking to work with Council through the provision of services, works and consultancy; and
- encouraging and rewarding innovation demonstrated in operational and strategic service provision



Council Information

[Cook Shire Corporate Plan 2017 - 2022](#)

[Cook Shire Operational Plan 2021-22](#)

For further information please visit www.cook.qld.gov.au



Property and Commercial Services Coordinator

Division:	Community, Economy and Innovation
Location:	Council Office – 10 Furneaux Street, Cooktown
Reports to:	Lawrence Booth – Director Community, Economy and Innovation
Award/Classification:	QLD Local Government Industry Award – State 2017 – Level will be dependent on qualifications and experience



POSITION OBJECTIVES

- To provide specialised professional property and commercial services to the organisation and the community through partnerships with internal and external stakeholders.
- Investigate and recommend new and renewed lease/tenancy based opportunities on developed and undeveloped Council owned and controlled land.
- Ensure the most appropriate return on property interests whilst balancing commercial interests, income generation and social responsibilities for the benefit of the community and community organisations.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Contributing to strategic land planning with a focus on commercial opportunity and return to Council.
- Coordinating end-to-end lease administration processes for Council land interests, facilitating research and investigation into leasing, tenancy and development.
- Identification and recommendation of developed and undeveloped land or facilities for commercial or community use.
- Negotiate and develop complex residential, community and commercial leases in accordance with legislative and regulatory frameworks.
- Coordinate and prepare land management plans in accordance with state requirements.
- Lead and/or assist in the management and resolution of complex property matters.
- Identify, develop and maintain relationships with key internal and external stakeholders, including commercial, government, community and private entities.
- Proactively develop, update and maintain Council's property management database.
- Contribute to the development of Council's leasing and asset management strategies, plans and policies, assisting with the maximisation of opportunities, optimised financial returns and consistent property services.
- Support the Native Title, Gravel and Road Coordinator in the management of Native Title matters.
- Perform other duties as required.

Position Requirements

Qualifications, Experience and Knowledge

- Degree qualification in property related discipline or equivalent experience.
- Demonstrated experience in the effective management of end-to-end lease administration.
- Demonstrated experience in the resolution of complex public land tenure matters.
- Experience in, or the ability to develop and manage, management agreements, community licence agreements and land management plans for Council-owned property.
- Demonstrated experience in the management of public property portfolios and the ability to develop and manage appropriate budgets, with a focus on commercial imperatives and value for money.
- Strong customer service focus with an ability to communicate well with Traditional Owners, State Government agencies, Elected Representatives, senior staff and members of the public.
- Well-developed communication and interpersonal skills with the ability to interact and build relationships with a broad range of internal and external stakeholders and team members.
- Good time management skills.
- Well-developed conflict resolution and negotiation skills.
- High level of analytical and problem solving skills
- Current Qld Class 'C' drivers licence.

Position Requirements (cont.)

Interpersonal Skills

- Ability to communicate effectively, both verbally and in writing, with a broad range of people and via various communication mediums.
- Commitment to positive culture change within the organisation.
- Represent Cook Shire Council in a professional manner at all times.

Training

- Training will be provided as deemed necessary.
- The incumbent may be required as part of this position to attend professional development opportunities.



Selection Criteria

Essential:

- Degree qualification in property related discipline or equivalent experience.
- Demonstrated experience in the effective management of end-to-end lease administration.
- Demonstrated experience in the resolution of complex public land tenure matters.
- Experience in, or the ability to develop and manage, management agreements, community licence agreements and land management plans for Council-owned property.
- Demonstrated experience in the management of public property portfolios and the ability to develop and manage appropriate budgets, with a focus on commercial imperatives and value for money.
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Key Performance Indicators

Key Duties

- Completion of duties and agreed objectives within required timeframes.
- Integrity of information is upheld at all times.
- Continuous improvement evident and statutory timeframes met.

Interpersonal and Communication

- Active participation and involvement in team meetings.
- Consistent behaviours that show a commitment to an understanding of ethical, professional and legal standards that reflect CSC core values and Code of Conduct.
- Evidence of effective communication with both external and internal customers.
- Stakeholders' expectations are met.
- Maintain a high level of confidentiality.

Additional Information

- Bringing fresh energy and eyes to the role you will coordinate the review of all land across the Shire and make recommendations around selling or reusing.
- Land tenure matters – ensure properties being managed have leases in place, rationalize assets where appropriate and ensure sound management contracts are in place for community businesses.
- Every Council in QLD is under pressure to reduce cost so this position will play a pivotal role in ensuring fit for purpose usage and agreements
- There are some legacy issues and whilst agreements are in place for building leases they need to be reviewed and brought up to standard as do policies
- Cook Shire Council is led by a CEO who encourages calculated risks, drives change and is innovation driven and outcomes focused so you will have the opportunity to make a difference and broaden out your skill base.



Why this Role

- Reporting to the Director Community, Economy and Innovation, you will be able to make the role your own and actively take the reigns of something that will continue to underpin the way Council strives to reduce costs and continue driving for greater efficiencies across the Property and Commercial Services portfolio.
- If you are looking to move away from the constraints of working in a large city or simply looking to leverage your current experience - then this is a great role and opportunity to have a 'sea change' and join a progressive Council where you can truly make your mark and continue developing and importantly broaden your career. Importantly, Council will assist with locating suitable accommodation as there is a tight rental market currently along the eastern seaboard.
- Work on land tenure issues that are unique to North QLD, build your networks outside of Council and enjoy interacting with Directors on a regular basis.
- Be encouraged to take calculated risks and drive change in this outcome focused culture.



Other Information

- Cook Shire Council has been ranked in the top 10 per cent of local governments across Australia, so there couldn't be a better time to experience the diversity the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.
- Cook Shire Council is an equal opportunity employer and operates under a Certified Agreement.
- The tasks for the role will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.



Recruitment Process

Application Period: Monday 6th September – Monday 20th September 2021

Closing date for Applications: 10pm Monday 20th September 2021

Initial Assessment and Agency Interviews: Commencing Tuesday 21st September 2021

Council Interviews: Week commencing 27th September 2021

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

With the recommendation of Peak Services, Council will determine a shortlist of suitable candidates, and will arrange interviews with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide references and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- An attractive Salary + Super will be negotiated subject to qualifications, experience and knowledge.
- SPA Salary Packaging – A summary of the benefits are listed below and further details will be provided to the successful applicant.

Salary Packaging is a tax effective way to receive your salary as a combination of income & benefits that allows you to deduct some of your pre-tax income & use it to pay for a variety of benefits.

By reducing your pre-tax income you can reduce the amount of income tax you pay & in turn increase the amount you take home each pay day.

Employees based in an Australian Tax Office (ATO) designated remote area are eligible for additional benefits. These fringe benefit tax (FBT) exempt items are offered by the Federal Government to assist rural & remote organisations to attract & retain employees.

Employees renting a residence in a remote area can salary package 50% of rental payment as an FBT exempt benefit. Employees renting an Employer owned residence can claim 100% of rental payment as an FBT exempt benefit.

100% mortgage interest payments must be packaged to realise 50% exemption and also include FBT liability for the remaining 50%.

Remote area fuel packages also need the correct FBT liability and this is packaged in the same format as the remote area mortgage interest.

- Annual locality allowance single \$2367, with dependents \$4734.
- Other benefits include up to 12% superannuation; 5 weeks annual leave, 5 days special leave and relocation assistance.
- Council provide time worked in lieu over 42 hours a week to be taken as an RDO on a four weekly rotational basis. More details on the policy will be provided to the successful applicant.
- In the last staff survey completed and benchmarked against 90-plus other councils, Cook Shire Council was in the top quartile in terms of overall staff happiness, engagement and performance, making it a great place to work!



Principal Consultant Recruitment – Rona Horsfall

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