



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Property Officer	
Division	Assets and Environment	
Group	Properties, Major Building Projects and Facilities	
Responsible to	Strategic Investments & Property Manager	
Position Supervises	Nil	
Position No.	IW0089	
Status	Permanent Full-Time	
Hours	35 hours per week	
Salary Point	46-61	
Salary	\$84,251 to \$ \$99,768 p.a	Band & Level: 3/2
Allowance	N/A	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	N/A	
Date reviewed: September 2019		Reviewed by: Group Manager Properties, Major Building Projects and Facilities

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Property Officer will develop and implement best practice property management to ensure that Council property is managed to maximise the benefit to Council, the community and facility users. The position will collaborate with customers, stakeholders and users to assist in the development and implementation of a Property and Land Strategy that supports Council's strategic objectives, commercial investments, service delivery and meets community needs and objectives. This position requires commercial and business acumen and a high level of negotiation skills. This position is responsible for coordinating Council's property portfolio including sales, acquisitions, land management, leases, licenses, regular inspections and developing and implementing policies.

SELECTION CRITERIA

The Inner West Council has a strong commitment to the principles of EEO, WHS, sustainability, continuous improvement, and business excellence. We value excellence, customer focus, creativity, collaboration, integrity and respect. All employees are expected to demonstrate commitment to these principles in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Tertiary qualification/s in property management, facilities management, business, law or other related field or equivalent relevant industry experience.
2. Sound knowledge of and experience in applying the provisions of the Environmental Planning and Assessment Act 1979.
3. Experience in managing property portfolios, including documenting and monitoring of leases and licenses, land classifications and zonings, property valuations and land sales and purchases.
4. High level verbal and written communication and interpersonal skills.
5. Good computer skills and proficient in the use of finance and property management systems/databases and Microsoft Office.
6. Strong contract administration and negotiation skills with the ability to adapt to shifting priorities and competing deadlines.
7. High level analytical and problem-solving skills with the capacity to inspire or support innovative thinking.
8. Ability to establish and maintain respectful and professional interactions with members of staff and of a diverse community and provide advice/services, problem solve and handle a range of issues including difficult or challenging customers.
9. Current Driver's Licence.
10. Knowledge of and capacity to apply EEO, WH&S and Environmental Management principles in the workplace.

Desirable Criteria:

1. Experience in developing strategic land and property plans.
2. Working knowledge of Local Government Act 1993, Crown Lands Act 1989, Roads Act 1993 and Land Acquisition (Just Terms Compensation) Act 1991.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

1. Manage leases/licenses including community and commercial arrangements involving income management, policy development and implementation, enforcement of leases, monitoring, inspections and negotiation to achieve resolution of issues

2. Manage properties and land in accordance with S8 LGA (asset owner) including affordable housing contracts, land register, acting for Council on body corporates
dividing fences, policy, easements, permanent road closures, acquisitions/disposals, easements, classifications, Crown land reporting
3. Provide advice including DA review, POM review, VPA review, input into Asset Management Plan and council strategies/plans, insurance requirements and reports
4. Assist with the development and implementation of Council's Land and Property Strategy including feasibility studies, business plans and options for use, investigating upgrades/redevelopment, implementation
5. Keep records using corporate systems to complete activities (eg payment of invoices) and capture data and generate reports for decision making (eg maintenance activities completed on assets)

KEY RELATIONSHIPS:

Internal: Staff and management across Council including Legal and Procurement on a regular basis.

External: Community and sporting groups, commercial tenants, adjacent land owners, authorities

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / COORDINATORS / GANGERS

LEVEL 5

Level 5 Supervisors, Coordinators and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Property Officer as detailed in this document.

Signature:

Date: / /