

ROLE DESCRIPTION

Senior Property Officer

Directorate	Projects & Business Development
Unit	Asset Systems and Planning
Reporting to	Manager Asset Systems and Planning
Position Number	100292
Band	3/2
Grade	13
Date of Review	February 24

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

- The primary purpose of the role is to provide a high level of service delivery in supporting and delivering outcomes to achieve the strategic and operational functions of Councils property portfolio and land assets.
- To undertake statutory property dealings with land, road, easements, acquisitions, disposals, leases and licences ensuring that this is carried out in accordance with the relevant legislation while optimising the benefit to the Council and Community.

Key Accountabilities

- Liaise and negotiate with land/property owners and specialist consultants on various land/property related matters, including researching and providing recommendation on prospective outcomes.
- Manage the delivery of land transfers, acquisition, disposal and easement negotiations, resumptions, legal documentation including tenure agreements, contracts and tenders and ensure these comply with Council's policies and procedures and operates within the legislative requirements.
- Develop and maintain effective relationships with internal and external stakeholders, including but not limited to customer, leaseholders, state government authorities and industry professionals, to deliver viable, sustainable and effective outcomes.
- Prepare and maintain a wide range of accurate and timely documentation, reports and correspondence to internal and external stakeholders.
- Contribute to continuous improvement initiatives and services provided by the role and team to ensure effective, efficient and safe delivery of objectives and maximise utilisation of resources.
- Contribute to a positive safety culture within the organisation to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, project plans, and any other documentation required.

Key Challenges

- Understanding a variety of legislation, regulations and standards and understanding how they impact the work the team delivers. Maintaining compliance throughout all work processes.
- Understanding people dynamics and individual personalities and adapting communication styles accordingly
- Managing and maintaining strong positive relationships with internal and external stakeholders
- Managing and analyzing complex and sensitive issues and facilitating the engagement of a variety of stakeholders

Qualification Requirements

Essential

- Certificate IV in Property Management/Commerce/Business or equivalent and 3 years experience in a related environment
- Class C Driver Licence

Desirable

- Experience and understanding of legal, legislative and statutory requirements relating to the property management, leases and licence issues within a local government environment.
- Experience in the administration of land transactions including the road closing and opening process (including walkway closures), easements, land classification, land acquisitions and disposal.
- Experience in liaising with internal and external stakeholders in relation to the property portfolio and land acquisitions program. This includes, but is not limited to Valuers, Surveyors and Lawyers.
- Experience in Crown Land management issues, including Plan of Management development process, Native Title and Aboriginal Land Claims.

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
Manager Asset Systems and Planning	<ul style="list-style-type: none">✓ Receive advice, provide recommendations and report on progress towards business objectives and discuss future directions✓ Contribute to discussions and communicate issues✓ Identify emerging issues/risks and their implications and propose solutions
Asset Systems and Planning Team	<ul style="list-style-type: none">✓ Contribute to team discussions and knowledge share across the team✓ Ensure effective delivery of asset management procedure
Council Staff	<ul style="list-style-type: none">✓ Communicate needs, manage expectations and resolve issues✓ Ensure relevant documentation is received and compliance with legislative requirements

	✓ Provide advice and recommendations on enquiries related to the team
External	
Government Agencies	✓ Provide accurate documentation and ensure compliance with legislative requirements
Customers/Communities	✓ Communicate needs, manage expectations and resolve issues
	✓ Ensure relevant documentation is received and compliance with legislative requirements

Role Dimensions

Decision Making

Problems are solved using analysis of options available with authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Make judgement, recommendations and interpretations based on analysis of information and complex situations including for improving and developing methods and techniques.

Regular planning is required to ensure activities are resourced and coordinated for day-to-day work including projects running to schedule.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Laptop, Dual Monitors, Headset

Emergency Warden Responsibilities

None

Immunisation Requirements

None

On-Call





None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

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

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Advanced	<ul style="list-style-type: none"> Considers council and community assets in the design/delivery of services Facilitates and monitors appropriate deployment of assets and tools in line with community priorities Implements and monitors compliance with asset management and maintenance plans and policies

Acknowledgement

Senior Property Officer

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Asset Systems and Planning

Employee Name: _____ Date: ____/____/____

Signature: _____