

POSITION DESCRIPTION	
Title:	Temporary Property Officer
Directorate:	Council Sustainability
Reports to:	Property Management Coordinator
Grade:	13
Hours:	35
Vehicle:	No
Temporary – up to 12 months	Local Government Award – Clause 35 (i)
Pre-placement Medical:	Not required
National Criminal Check:	Not Required
WCCC Check:	Not Required
Date Developed:	September 2020
Position Purpose	
<p>To provide professional assistance to the Property Management Coordinator as directed on property related functions in accordance with Council's policy, plans and relevant legislative requirements. This position may at times be required to assist the Manager Business and Investment.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> Relevant tertiary qualifications in Property OR <i>relevant</i> experience in a property related role. Demonstrated experience in property development, sales, acquisition, leasing, licensing, land title information, relevant property related legislation and statutory requirements. High level interpersonal skills with the ability to build quality working relationships with internal and external stakeholders. Excellent written and verbal communication skills with the ability to liaise with people at all levels. Demonstrated experience in the preparation of reports to management and Council. Ability to practice discretion and confidentiality. Well-developed time management skills and proven ability to meet deadlines. Experience in contributing to improvements to a quality management system or making suggestions for other business improvements. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> Experience working in or broad base knowledge of Local Government operations and processes and knowledge of relevant acts and statues. 	

- Awareness of Native Title and Aboriginal Land Claims Legislation.
- Current Driver's licence.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Provide competent property management, secretarial and administrative assistance and expertise in the following areas:

Property:

- Assist Property Management Coordinator to attend to statutory obligations and monitor performance of legal processes for the acquisition, subdivision, development and disposal of Council property.
- Carry out duties in consultation with the Property Management Coordinator in relation to acquisition, subdivision, development and disposal of Council property.
- Prepare lease and licence agreements for Council property in consultation with legal personnel and Property Management Coordinator.
- Maintain a current register of Council's leases and licences and advise Property Management Coordinator of impending renewals and arrears.
- Prepare policies and procedures for dealing with land management matters.
- Provide expertise to tasks associated with easements - acquisitions and dispensation.
- Provide expertise to tasks associated with Roads Closures.
- Process other applications within the Roads Act relevant to property matters.
- Liaise with and instruct surveyors, valuers, solicitors and other external consultants as required by the Property Management Coordinator.
- Assist Property Management Coordinator with Native Title and Aboriginal Land Claims enquiries and other matters.
- Assist in handling enquiries in relation to land and property matters as they relate to the Local Government Act and other relevant legislation.
- Assist with pre-lodgement meetings as required to represent Council as owner in relation to all Development Applications (DA's) on Council lands.

Administration:

- Prepare Council reports, Committee reports and associated actioning of minutes as required.
- Weekly reporting to the Property Management Coordinator with regard to all current property dealings.
- Prepare follow up correspondence in relation to property matters, as required.
- Maintain a working knowledge of the Local Government Act in relation to property management matters and related Council procedures.

- Attend to telephone and customer enquiries as required.
- Project and promote the image of Council as competent, courteous and efficient.
- General duties as directed by Property Management Coordinator and Manager Business and Investment.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- Customer service – champion an exceptional customer experience and evaluate customer satisfaction.
- Collaboration – develop cooperation and teamwork with Council staff and other stakeholders to achieve optimal outcomes.
- Relationship building – develop and maintain positive and effective professional working relationships with key stakeholders.
- Continuous improvement oriented – continuously evaluate current activities and look for ways to improve the quality, effectiveness and/or efficiency of outcomes.
- Communication (verbal and written) – communicate effectively by adapting to the needs of customers and by producing high quality written reports, correspondence and other work.
- Managing organisational resources – ensure the effective, efficient and sustainable use of Council resources.
- Innovation – seek to develop, where appropriate, new or improved processes, methods, systems, services or products.
- Results Oriented – demonstrate a passion for improving the delivery of services with a commitment to continuous improvement.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Ensure that Council's Business and Investment activities benefit one or more of Council's 4Cs (Community, Councillors, Customers and Council).