

POSITION DESCRIPTION	
<b>Title:</b>	<b>Property Management Coordinator</b>
<b>Department</b>	<b>Business and Investment</b>
<b>Reports to:</b>	<b>Manager Business and Investment</b>
<b>Grade:</b>	<b>18</b>
<b>Hours:</b>	<b>35</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>63011</b>
<b>Pre-placement Medical:</b>	<b>Low Risk – Not required</b>
<b>National Policy History Check:</b>	<b>Required</b>
<b>WCCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>04/10/2019</b>
Position Purpose	
<p>Coordinate and manage the commercial property activities of Council, including the strategic management of Council's property portfolio. Research and identify property market opportunities for purchase and sale of land. Seek opportunities for new property acquisitions and dealings, including the rationalisation of Council's property interests where identified and to optimise Council's position in all property dealings, including property procurements and property sales.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in property management and/or related fields or equivalent considerable relevant industry experience (<i>please outline in your application how your qualifications are relevant to the position</i>).</li> <li>• Considerable working knowledge of statutory requirements relating to local government, Crown lands, roads and leasing and licensing.</li> <li>• Extensive interpersonal, written and oral communication skills including the capacity to negotiate and resolve issues and develop effective working relationships with people at all levels.</li> <li>• Demonstrable understanding of the Land Title and Subdivision Systems of NSW.</li> <li>• Proven ability to creatively problem solve and show initiative.</li> <li>• Understanding of WHS issues in the workplace and EEO principles.</li> </ul>	

- Experience in using a quality management system or other business improvement initiatives.
- Current Class C Driver's licence.
- Ability to Pass a National Policy History Check.

**Desirable:**

- Additional tertiary qualifications in Commerce or Business Administration, relevant to property management and property valuation.

## 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.

Coordinate and manage the activities and functions of Council's Property Section drawing on personnel resources across Council, in consultation with their management, to complete defined projects.

**Management of Property Portfolio:**

- Manage Council's property portfolio as required.
- Manage and assist available personnel resources to achieve the acquisition, subdivision, development and disposal of Council property as directed, including operational land, opening and closing of roads, drains and footpaths and other arrangements for the use and occupation of Council land.
- Provide a qualified, competent and experienced property management resource, assisting in the preparation of leases, licenses and agreements for occupation, subject to appropriate legislation, of selected Council property.
- In consultation with Council's Financial Services Section, to further develop a reporting mechanism to provide data on the investment quality and potential of Council properties, including return on investment (ROI), yields targeted versus achieved and variance analysis, as well as recommendations for development or disposal.

**Planning:**

- Promote and recommend the acquisition of new properties to meet Council's future requirements for public infrastructure or investment.
- Prepare feasibility studies, business justifications for the purchase, retention or disposal of Council's property investments and general property.

**Special Projects:**

- Management / coordination of special property-related projects, with the assistance of personnel from other areas of the Council, as required.

**General:**

- Provide support and assistance to the Director Council Sustainability, Manager Business and Investment on property-related matters, as required.

**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**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.