

POSITION DESCRIPTION	
Title:	Property Officer
Business Unit:	Technology and Corporate Services
Reports to:	Property Services Manager
Grade:	13
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	63010
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	November 2018, September 2020
Date Reviewed:	August 2023, February 2024
Position Purpose	
To provide professional assistance to the Property Services team 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 Executive Manager Technology and Corporate Services.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
Essential: <ul style="list-style-type: none"> • Relevant tertiary qualifications in Property OR relevant 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.

Desirable:

- Experience working in or broad base knowledge of Local Government operations and processes and knowledge of relevant acts and statutes.
- Awareness of Native Title and Aboriginal Land Claims Legislation.
- Current NSW Driver's licence – Class C.

Main Activities/Tasks

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

Property:

- Assist Property Services Team to attend to statutory obligations and monitor performance of legal processes for the acquisition, subdivision, development and disposal of Council property.
- Manage general public enquiries and responses regarding Property Service Matters
- Manage event, access over Council land, civil ceremony and filming permits in accordance to Councils policies.
- Assist the Property Services team 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 Services team.
- Maintain a current register of Council's leases and licences and advise the Property Services team 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 Services team.
- Assist Property Services team 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.

- 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 Services Manager Services
- May be required to act in a more senior role.

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.

Risk Management

- Be aware of all potential risks that might arise in your area of activity and responsibility.
- Minimise Council's exposure to risks in so far as is reasonably practicable within your area of activity and responsibility.

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.