

<b>POSITION TITLE &amp; NUMBER:</b>	Strategic Property Officer (POS 146)
<b>DIVISION:</b>	Engineering & Operations
<b>DEPARTMENT/SECTION:</b>	Engineering
<b>EMPLOYMENT STATUS:</b>	Permanent, Full-Time
<b>GRADE:</b>	Grade 22

## POSITION OBJECTIVE

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- Provide timely, effective and appropriate advice on strategic property management including acquisition and disposal strategies, affordable housing stock and its use, leasing and licensing strategies, policies and plans.
- Manage Council's property assets, including leases and licences, to ensure the community's assets are being effectively managed and protected for the long term interests of the Council and community.

## KEY RESPONSIBILITIES AND DUTIES

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- Prepare and manage a Land and Property Strategy, including an acquisition & disposal program for building and property assets that delivers on the objectives of the Community Strategic Plan Strathfield 2035, Delivery Program and Operational Plans.
- Identify opportunities within the property portfolio to generate savings and increase revenue, which aligns with Council's long term financial plan.
- Identify the true cost of land and property asset services to Council and ratepayers and create a fair and transparent approach for use of the properties.
- Develop long term renewal programs for property and building assets based on condition assessment data.
- Develop a leasing and licensing policy framework over property assets for adoption by Council.
- Develop and have executed leases and licenses that conform to adopted policy settings.
- Optimise lease and license income and ensure timely collection of revenue.
- Manage property related costs to optimise net returns to Council while ensuring assets are fit for purpose, safe and reliable.
- Liaise with Council's internal Building Maintenance team to ensure appropriate maintenance is undertaken to ensure safety and usability of the property portfolio.
- Manage footpath dining and footpath display approvals in accordance with adopted policy and optimise income for Council within adopted Fees and Charges.
- Manage Council's bus shelter advertising contracts to optimise income for Council, provide safe, clean and user friendly shelters for commuters and deliver on Council's Disability Access & Inclusion Plan objectives.
- Manage contracts for the purchase of electrical power on behalf of Council consistent with Council's climate change objectives.
- Maintain Council's LED Street Lighting program in consultation with SSROC, stakeholders within Council and the community and consistent with Council's climate change policy settings.

- Provide advice on strategic property management to the Executive and Council.
- Lead, develop and implement strategies and plans to increase Council's revenue and take advantage of revenue generating opportunities for Council.
- Influence relationships with relevant stakeholders and organisations to achieve strategic outcomes along with legislative and regulatory change.

## KEY PERFORMANCE INDICATORS AND OUTPUTS

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- Provide evidence of compliance with statutory and operational requirements.
- Provide evidence of a comprehensive knowledge of Statutes, Council Codes, Australian Standards and best practice associated with the role including, Strategic property management, leasing/licensing.
- Provide evidence of the effective development of Council's property and building asset management strategies and plans.

## ORGANISATIONAL RELATIONSHIPS

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<b>Reports to:</b>	Manager, Engineering
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Directors Section Managers Other Council Employees
<b>External Stakeholders:</b>	Members of the public/residents/ratepayers Lessees and licensees Energy providers Users of Council buildings Affordable Housing providers Insurers

## ADDITIONAL INFORMATION

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- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

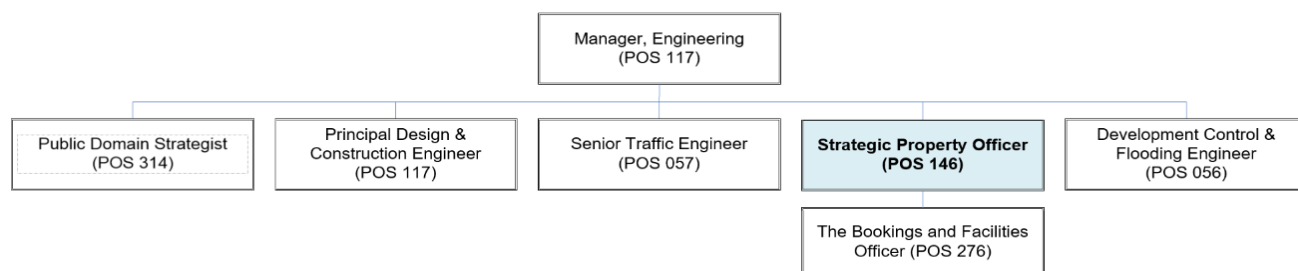
## SKILLS AND ATTRIBUTES

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- Property Management
- Leasing and licensing
- Contract Management
- Data analysis and interpretation
- Environmental Compliance

## ORGANISATIONAL CHART

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## QUALIFICATIONS

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- Tertiary qualifications in a relevant field and/or have proven experience in similar role within Local Government.
- Current NSW 'C' Class Driver's Licence

## KEY SELECTION CRITERIA

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- Qualifications as specified above.
- Demonstrated ability to develop strategic property plans informed by Councils' Community Strategic Plan Strathfield 2035, Delivery Program and Operational Plans as well as community engagement, user needs and market trends.
- Oversee property condition assessment, data analysis and modelling as an input to strategic plans.
- Demonstrated skills and experience in strategic property management.
- Demonstrated capacity to oversee building condition assessment and renewal as well as maintenance planning.
- Proven ability to advise and influence the actions of a diverse group of professionals across Council.
- Proven leadership skills and experience in influencing, motivating and developing staff who are not direct reports.
- Demonstrated high-level application of analytical, creative thinking and problem solving skills. Exceptional influencing, negotiation, consultation and communication skills.
- High level interpersonal and communication skills with demonstrated commitment to provide high quality service and the ability to communicate effectively with people at all levels.
- Knowledge of applicable statutes, Council codes and Australian Standards and be capable of assessing plans and specifications submitted to Council.
- Demonstrated understanding of legislation relevant to property management in local government.
- Ability to prepare informative technical reports for the Director on strategic property issues.

### **APPROVAL OF POSITION DESCRIPTION**

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- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_