

### POSITION INFORMATION

<b>Directorate</b>	Corporate Services
<b>Reports To</b>	Manager Property Services
<b>Position Number</b>	
<b>Grade</b>	Grade 5 in Council's salary system
<b>Location</b>	Narrabri Shire
<b>Award</b>	Local Government (State) Award

### POSITION OBJECTIVE

Ensure Council's property utilised for commercial, community and council purposes and built assets are well maintained and managed in accordance with current property management practices.

### KEY RESPONSIBILITIES

- Document and implement regular maintenance programs for Council-owned buildings and ensure issues are rectified.
- Manage leases/licences/agreements and initiate process for new leases/licences in accordance with legislative requirements for Council properties.
- Act as Contact Officer for tenants, licensees and lessees as well as Council staff and contractors with regard to all licences and leases.
- Oversee the security arrangements of all Council buildings.
- Assist in resolution of Council property issues, including complaints.
- Coordinate and oversee cleaners and contractors for all Council buildings.
- Source appropriate external contractors as required for security services, fire safety and pest control.
- Keep current with, and ensure activities comply with, relevant legislation, standards, policies and guidelines relevant to property management.
- Monitor an effective property risk management system across the organisation.
- Coordinate the operation and maintenance of Council owned caravan parks.
- Coordinate the maintenance and control of Council's depots.

### GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

### NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

### REPORTING RELATIONSHIPS

Direct Reports:            1  
Indirect Reports:         0

### COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

This position needs to be able to attain and uphold the following licences/accreditations:

- Work Health and Safety General Construction Induction (White Card).

### AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

### SELECTION CRITERIA

#### Essential

- Certificate IV in a relevant trade or related education equivalent and relevant industry experience.
- Well-developed ability and experience in leading and managing employees to meet organisational objectives.
- Demonstrated thorough knowledge of relevant legislation, codes, standards, practices and guidelines relevant to property and risk management and local government.
- Excellent organisational and time management skills to meet operational requirements.
- High level of computer literacy with all Microsoft Office software programs (Word, Excel, Outlook or similar) and Mapinfo or similar.
- Current Class C driver licence.

#### Desirable

- Local Government experience.

DOCUMENT REVIEW DATE:    **APRIL 2017**

VERSION: **2017.1**

I hereby agree that this role statement accurately reflects work requirements.

### AUTHORISATION

Executive Manager

Human Resources: \_\_\_\_\_

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

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

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

Director: \_\_\_\_\_

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

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

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