

Position Description

Property Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: December 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per week:	35
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Organisational relationships

Directorate:	Corporate and Governance
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Unit:	Governance and Organisation Performance
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Team:	Not applicable
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Work base:	Grafton
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Position responsible to:	Property Coordinator
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Level of support and supervision:	Low
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All Council Sections
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External contacts:	Contact with public and organisations. Represent Council on external committees
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Purpose of the position

Administer all aspects of tenure agreements relating to Council property including negotiation, preparation and ongoing administration.

Assist with transactions involving Council property, including purchases, sales, land classification, compulsory acquisitions, easements, road opening, road closures and road transfers in accordance with relevant legislation.

Administer property related registers and provide leadership and advice for staff in the use of Council's property system and on property matters generally.

Major duties and responsibilities

Negotiate, prepare and administer all aspects of tenure agreements relating to Council property. Tenures include community groups, grazing, residential tenancy agreements, commercial agreements and road leases over Council owned and/or managed land. This includes ongoing administration of rents and lease conditions and liaison with external departments and Council's solicitors where required.

Administer title deeds for Council property includes storage and retrieval.

Identify, develop, enhance and maintain registers associated with Council's property function, i.e. land register, title deeds, easements.

Assist with property transactions including but not limited to the purchase and sale of Council property, land classification, road opening and closings, compulsory acquisitions and the granting or release of easements/rights of way/restrictive covenants.

Prepare reports and correspondence relating to property matters.

Assist with the development and enhancement of Council's property systems and provide guidance and instruction to staff on relevant sections of Council's property system and on property related matters.

Awareness and understanding of related legislation including but not limited to Local Government Act 1993, Roads Act 1993, Native Title Act 1993 and Crown Land legislation.

Liaise with the Crown Lands Department and other departments/agencies where appropriate.

Ensure that the goals and objectives for the Property Section are met as part of the performance management and corporate planning process.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualification in a relevant field (conveyancing, valuations, real estate); **or** equivalent relevant industry experience.

Licences/tickets, clearances, membership

Current Drivers Licence.

Experience

Demonstrated experience in property management (e.g. residential, commercial, local government).

Ability to interpret and apply relevant legislation relating to property management.

Position related skills

General computer literacy in email, internet programs and basic proficiency in Microsoft word and excel.

Well developed communication skills (written, verbal and interpersonal) and ability to negotiate with members of the public.

Ability to administer multiple tasks with competing demands and prioritise work load.

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values.

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Short courses in conveyancing, crown land or property management.

Demonstrated knowledge of Local Government Property Administration.

Experience

Demonstrated experience in conveyancing (purchases, sales).

Demonstrated experience in road opening and road closures in accordance with relevant legislation.

Demonstrated experience in creation and processing of easements including knowledge of relevant legislation.

Position related skills

Intermediate to advanced proficiency in Microsoft Word, Excel and Spatial Services

Knowledge of and ability to update and enhance an electronic property management system.

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date
Employee

Signed: Date
Senior Coordinator People, Culture and Safety
