

POSITION DESCRIPTION

Senior Property Officer
(POS1087, POS1088, POS2323)

Directorate:	Corporate Support	Department:	Property Service
Position Grade:	14	Reports to:	Manager Property Service
Last review:	September 2024	Next review:	September 2026
		Version No.:	2.1

Position purpose:

To provide delivery of property related services and support, which delivers “best value” outcomes for Council and customers.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting with property acquisitions and disposals for planning purposes, including Council infrastructure in existing and new release areas, VPAs and road closures.
- 2) Reviewing, assessing, negotiating and managing telecommunications leases and access deeds, preparing the relevant correspondence and facilitating the transaction.
- 3) Reviewing, assessing and negotiating granting easements on Council land, preparing the relevant correspondence and facilitating the transaction.
- 4) Reviewing and assessing Road and Rights of Way Closure applications, preparing the relevant correspondence and facilitating sales transactions, where appropriate.
- 5) Providing property advice to and coordination with other Property staff and Council Departments
- 6) Project Management of specific projects for the property function
- 7) Engaging with internal and external stakeholders, including consultants, for the purposes of property contracts, leases and licences.
- 8) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

Decisions made in the position:

- 1) Appointment of relevant consultants for property related services
- 2) Appointment of appropriate legal professionals for the preparation of property contracts
- 3) Appointment of appropriate legal professionals for the preparation of leases and licences
- 4) Approval of expenditure within Financial Delegation

Decisions referred:

- 1) Expenditure in excess of Financial Delegation
- 2) Recommendations relating to property acquisitions and disposals.
- 3) Recommendations relating to compensation for easements

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Key issues/challenges:

- 1) Provide property advice to Council departments as required
- 2) Provide “best practice” property solutions
- 3) Ensure best outcomes on easement and road closure applications
- 4) Liaise and negotiate with the community, Government/Non-Government agencies, other professionals and council staff
- 5) Maintain team approach to delivery of property solutions across Council

Key working relationships:

- Directors and Managers
- External stakeholders
- Consultants
- Council staff

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Property Management, Real Estate or property related discipline and/or equivalent experience.
- Current Class C drivers licence

Experience

- Demonstrated experience working in property portfolio, in either Commercial, Industrial, Retail or Residential Property Management.
- Demonstrated knowledge and experience in Land Acquisitions and / or Valuation of property under the provisions of the Land Acquisition (Just Terms Compensation) Act and application of the Local Government Act.
- Demonstrated experience in the negotiation, implementation and facilitation of agreements over:
 - Lease negotiations and supporting documentation
 - Granting and negotiation of Easements
 - Road and laneway closures, including negotiation for sale of property
- Demonstrated experience in effectively managing customer enquiries related to the Property portfolio
- Demonstrated experience in liaising with internal and external stakeholders in relation to the property portfolio and lease management. This includes, but is not limited to Valuers, Surveyors and Lawyers
- Demonstrated Project Management experience, with the ability to prepare detailed property reports.
- Experience in the operation of relevant computer software applications including Word, Excel and property related applications and databases

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Proven ability to negotiate with internal and external stakeholders on property matters
- Working knowledge in the purchase, sale and leasing of property in a statutory property environment.
- Working knowledge and understanding of Property Management Functions and Procedures, including legal contracts that apply to property.
- Strong time management and organisational skills, with the ability to successfully manage competing priorities to meet deadlines.

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DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Continuing professional development as appropriate
- Ability to work with and motivate staff

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous