

<b>POSITION TITLE:</b>	Property Officer	<b>CLASSIFICATION:</b>	Band 6
<b>REPORTS TO:</b>	Property Coordinator	<b>CONTRACT:</b>	Full Time Permanent
<b>DEPARTMENT:</b>	Strategic Property and Revenue, Finance		

#### OUR STRATEGIC CONTEXT




<b>PURPOSE</b>	Our organisation is accountable, sustainable and delivering effective services to our community.
<b>VISION</b>	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
<b>VALUES</b>	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.
<b>COUNCIL PLAN</b>	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

#### HOW YOUR ROLE CONTRIBUTES

The Property Officer plays a key role in contributing to the day-to-day management of the City of Stonnington's diverse property portfolio through the strategic management of leasing and licensing. This includes the effective management of all Council leased and licensed properties, supporting key internal stakeholders with community occupancy agreements, leading leasing and licensing negotiations and the ongoing management of Council's property portfolio. As a key property management contact within the Property Coordination team the Property Officer provides key advice on all matters leasing and licensing, to ensure that policies, strategies and plans are implemented, strong procedures are developed and all legislative requirements relating to leasing and licensing are met throughout all stages of the leasing and licensing process.

RESPONSIBILITIES	KEY OUTCOMES
Property Management - Leasing and Licensing	<ul style="list-style-type: none"> <li>» Effectively manage Council's property portfolio to ensure maximum benefit to the Stonnington community and optimise financial return to Council in accordance with relevant legislation, strategic objectives and policies.</li> <li>» Assist in the effective implementation of policies and procedures that ensure appropriate governance and financial management of Council's lease and licensing activities and compliance with legislative requirements.</li> <li>» Coordinate all matters relating to community and commercial leasing/licensing including ongoing property management, tenant liaison, site inspections, condition reports, leading meetings with tenants, lease negotiations, community engagement processes and management of external consultants.</li> <li>» Negotiate lease and licence terms and conditions across Council's property portfolio and support internal stakeholders and service managers, ensuring compliance with lease and licence conditions and statutory requirements, in particular the Local Government Act, Retail Leases Act and Crown Land (Reserves) Act.</li> </ul>
Reporting and Property Lease and Licence Administration	<ul style="list-style-type: none"> <li>» Implement, maintain and improve Council's property management systems and lease register to meet respective legislative requirements in association with the relevant Acts and Regulations, including identifying opportunities for improvements to processes and data integrity.</li> <li>» Provide administrative support to the Property Coordinator, Property Coordination Unit and internal stakeholders on all property related matters, management of Property Coordination inbox and ensure the lease register, tenant debtors/rental income and all leasing and licensing information is accurate and up to date.</li> </ul>

<p>Technical Advice</p>	<ul style="list-style-type: none"> <li>» Provide specialist leasing advice to the Property Coordination Unit, internal service managers and Council (including undertaking research, collecting data, carrying out site inspections, preparing council reports, background papers and creation/execution of legal documents).</li> <li>» Interpret and apply contractual, policy and regulatory frameworks, reports and correspondence to provide specialist advice to a variety of internal and external stakeholders at all levels.</li> </ul>
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<p><b>KEY WORKING RELATIONSHIPS</b></p>	
	<p><b>Direct reports:</b> Nil</p> <p><b>Internal:</b> Internal stakeholders including, Community and Wellbeing Service Managers (Connected Communities, Active Communities and Creative Communities)</p> <p><b>External:</b> Professional consultants, property valuers, lawyers and tenants.</p>


<p><b>REQUIRED SKILLS AND COMPETENCIES</b></p>	
<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> <li>» Written communication skills to prepare external correspondence and produce accurate and detailed reports related to leasing and property matters.</li> <li>» Demonstrated ability to program, implement and deliver projects within an expected time frame and budget</li> </ul>
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> <li>» Analytical, investigative and problem-solving skills, with the ability to effectively and efficiently manage issues and determine resolutions to meet Council objectives</li> </ul>
<p>Specialist knowledge and skills</p>	<ul style="list-style-type: none"> <li>» Understanding of and ability to interpret and apply legislation, regulations and codes of practice associated with the management of Council property including the Local Government Act, Land &amp; Compensation Act, Crown Land (Reserves) Act, Subdivision Act, Transfer of Land Act, Planning and Environment Act and the Retail Leases Act</li> </ul>
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> <li>» Strong level of interpersonal skills for liaising and building effective relationships with all staff, members of the community, tenants and contractors</li> </ul>
<p>Qualifications and experience</p>	<ul style="list-style-type: none"> <li>» A tertiary qualification in a property management related discipline and experience or a lesser formal qualification with extensive experience in a property management or a related discipline</li> <li>» Current valid Victorian Drivers Licence.</li> </ul>

<p><b>WHAT WE ARE ALL RESPONSIBLE FOR</b></p>	
<p><b>Workplace Health, Safety and Wellbeing:</b></p>	<p>We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.</p>
<p><b>Diversity, Equity and Inclusion:</b></p>	<p>We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.</p>
<p><b>Code of Conduct:</b></p>	<p>We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.</p>
<p><b>Service Promises:</b></p>	<p>We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through</p>



<b>Safeguarding Children and Young People:</b>	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
<b>Sustainability:</b>	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

<b>Capability Framework: Level 2 Accomplished</b>	
Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions	
<b>Project Management</b>	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
<b>Change</b>	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
<b>Communication</b>	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
<b>Good governance</b>	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
<b>Achievement</b>	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
<b>Leadership Impact</b>	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

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