

JOB TITLE
Property Officer

CLASSIFICATION
Band 7

REPORTS TO
Property Coordinator

WHAT WE TRUST YOU TO DELIVER



- » Provide a high level of support and assistance on property related matters such as undertaking research, collecting data, carrying out site visits, designing and implementing reports
- » Implement, maintain and improve Council's property management system / property register and lease register to meet respective legislative requirements in association with the relevant Acts and Regulations
- » Manage the occupancy of commercial properties and provide leadership and guidance in the leasing or licencing of community and recreational use properties particularly in the preparation of legal occupancy agreements, in strict accordance with Council policy and legislative requirements
- » 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
- » Provide key support in with the acquisition and disposal of properties in strict accordance with Council policy and legislative requirement
- » Collate documents, reports, background papers and documentation for proposed acquisitions and/or disposals in accordance with the relevant Acts, Regulations and statutory requirements

WHAT YOU'LL NEED TO THRIVE



- » 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, Subdivisions Act, Transfer of Land Act, Planning and Environment Act and the Retail Leases Act
- » Analytical, investigative and problem solving skills, with the ability to effectively and efficiently manage issues and determine resolutions to meet Council objectives
- » Strong level of interpersonal skills for liaising and building effective relationships with all staff, members of the community, tenants and contractors
- » Highly developed written communication skills to prepare external correspondence and produce accurate and detailed reports related to leasing, properties, right of way sales and special projects
- » Demonstrated ability to program, implement and deliver projects within an expected time frame and budget
- » A tertiary qualification in a property management related discipline and substantial experience or a lesser formal qualification with extensive experience in a property management or a related discipline

WHAT WE'LL DO TO SUPPORT YOU



- » Provide a safe and welcoming environment where you'll be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long term growth and career development.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



| CAPABILITY | Project Management | Change | Communication | Good Governance | Achievement |
|------------|--------------------|--------------|---------------|-----------------|----------------|
| LEVEL | 2 | 2 | 2 | 2 | 2 |
| CAPABILITY | Leadership Impact | Decisiveness | Agility | Care | Growth Mindset |
| LEVEL | 2 | 2 | 2 | 2 | 2 |