

PART 1 – POSITION DETAILS

Position Title	Senior Property Officer
Position Number	TBA
Division	Transport and Assets
Business Unit	Property
Pay Rate	I
Reports to	Team Leader, Property
Hours	42 hours per fortnight
Status	Temporary Part-Time
Date of last review and update	April 2019

NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Transport and Assets

The Transport and Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure, Parks and Recreation, Property, Recreation Business and Capital Projects.

PART 2 – BUSINESS UNIT OVERVIEW

The Property Business Unit is responsible for the overall management of all Council's buildings such as community centres, administration buildings, childcare centres and public toilets. The Property Business Unit will deliver the following services:

- Building Assets
- Facilities Management
- Property Management & Commercial
- Asset Strategy

Property, Commercial and Tourist Assets

The Property, Commercial and Tourist Assets team are a dynamic area of Council that manage a range of properties including; large tourist destinations, commercial, residential and community properties, cemeteries, outdoor dining permits and footpath trading. The team are also responsible for land acquisition and disposal/sale of land and administration of Council's statutory property responsibilities including road closures, easements, encroachments and caveats.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

The role of the Senior Property Officer is to provide professional and expert support to the Team Leader, Property and Manager, Property, Commercial & Tourist Assets, by delivering expert property services. This includes but is not limited to assisting with the diligent management of Council's property portfolio , delivering property projects and reports, managing internal and external service providers, providing property advice and exceptional customer service to all stakeholders.

Key Responsibilities

- Contribute to the daily operations of the Property Team to ensure a flexible and responsive service
- Oversee and personally undertake the negotiation of new leases, lease renewals and rent reviews that will maximise return (for commercial negotiations) and minimise risk to Council by ensuring they are attended to in a timely, accountable and appropriate manner in line with Councils objectives and policies
- Identify, develop and manage income generating opportunities and partnership projects on behalf of Council
- Participate in the implementation and management of property related projects – including public consultation/community engagement, long term planning regarding Council land use, budget management and revenue generation
- Manage the preparation and finalisation of legal documents in accordance with delegated authority for property matters
- Manage and refine Council's approach to commercial and community leases, licences and management contracts
- Implement policies and procedures to enhance the effective and efficient management of Council's property portfolio incorporating diligent lease and contract administration and property maintenance matters
- Review, develop and update policies, procedures, goals and business plans for the team to ensure continued compliance with regulations
- Be responsible for accurately updating, maintaining and enhancing Councils property management databases
- Ensure effective and timely responses to requests for service in relation to Council's property portfolio, in addition to other administrative and special project functions as required by Council
- Administrate and supervise the delivery and documentation of various commercial property transactions including acquisitions, disposals, leases, licences, compulsory acquisitions, road closures, easements, encroachments and caveats, or other property transactions/functions
- Ensure lease compliance and suitability of premises.

Business Performance

- Support the team to identify and implement cost savings
- Support the team to identify and implement any possible alternative income and revenue generating opportunities
- Support the team to identify and implement new processes, procedures and systems to improve efficiency
- Ensure sound financial management of invoicing, accounts and debt management (including; public liability, annual reports, rent increases, maintenance reports etc.)
- Actively participate and contribute toward the integration of core services across Council
- Provide accurate, timely and appropriate reports as required (e.g. Lease register, Council reports)
- Oversee and manage key property budgets (both Operational and Capital)
- Identify, manage and mitigate risks associated with property transactions and dealings

- Ensure probity, best value and Council policy is maintained and documented in property matters with due diligence.

Operational

- Ensure compliance with Council processes and procedures
- Build and maintain productive relationships with internal and external stakeholders, where appropriate
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act, the Crown Lands Act and the requirements of ICAC
- Learn, promote and comply with Work Health and Safety policies and procedures
- Provide feedback to the Team Leader Property and Manager, Property, Commercial & Tourist Assets on policy or key issues
- Maintain a current working knowledge of property industry developments, legislation and practice in relation to property and the public sector management of property.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

PART 4 – ESSENTIAL CRITERIA

Educational Requirements and Level of Experience

- Relevant tertiary qualifications in property, land economics, business, commerce or related discipline and/or a minimum of 5 years' experience in property management
- Minimum 5 years demonstrated experience within the property industry (commercial land dealings, contract preparation and interpretation)

Skills and Knowledge

- Sound organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly
- Highly developed verbal and communications skills
- Demonstrated ability to;
 - work independently and in a team environment, developing and maintaining co-operative relationships with a commitment to excellence in customer service
 - act with integrity at all times, with all stakeholders
 - manage both operational and capital budgets
 - initiate and respond effectively to change
 - present accurate, clear, concise and timely reports
- Proactive approach to problem-solving with strong decision-making capabilities
- Well-developed negotiation skills
- Computer application skills in Microsoft Office; Outlook, Word, Excel and PowerPoint
- Commitment to Equal Employment Opportunity, WHS and ethical practice principles
- Current Driver's License.

PART 5 – DESIRABLE CRITERIA

- Experience in working within a commercially regulated framework e.g. Local Government Act, the Roads Act, the Crown Lands Act
- Valuation experience/qualifications
- Experience working with managers, staff and stakeholders to resolve high priority, and often sensitive and complex matters

- Knowledge and understanding of computer based property management databases, CRM, mapping and document management systems (e.g. TRIM, SEA, TechOne)
- Knowledge and understanding of Local Government.