



Job Title:	Property Officer	Position No:	CF12
Group:	Corporate Services	Service Area / Section:	Asset & Property
Classification Level:	Administration Services Officer (ASO5)		
Reports to:	Senior Property Officer	Direct Reports:	Nil
Location	Darwin	Date Approved:	April 2025

POSITION OVERVIEW

The Property Officer reports to the Senior Property Officer as part of the team that manages a portfolio of owned and leased commercial and residential properties, that are located in both urban and remote communities. This position will assist in a wide range of property management related functions, which are integral to supporting the NLC's strategic objectives and continuity of business operations through the provision of property management services, systems and infrastructure.

POSITION RESPONSIBILITIES

- Assist in the coordination and preparation of both Head leases (3rd party) and Employee Residential leases, which includes receipting and refunding of bonds, property inspections as well as preparing ingoing /outgoing reports.
- Assist in the management of property/facility contracts including scoping, procurement, negotiating and awarding.
- Assist in providing advice and assistance in relation to allocating and managing office space within buildings, including providing reports on the effective and efficient use of facilities management.
- Assist with the management, liaison and coordination of Contractors in regards to all property/facility repairs and maintenance, including the procurement of items and/assets whilst ensuring that all activities are recorded accurately.
- Assist in ensuring that all property and facility management issues are resolved effectively and efficiently, including escalating any issues to the Senior Property Officer.
- In consultation with stakeholders, provide support and advise wherever applicable in the development of property management plans, policies, procedures and reactive / preventive maintenance schedules for all properties within the NLC's 7 regions.
- Assist with the procurement of assets (property/infrastructure), as well risk management, insurance claims and benchmarking activities which include investigations and reporting.
- With guidance, interpret/implement applicable Legislation, Regulations and Standards relating to assets, facilities and property, ensuring you keep up to date of any changes and advise on how they will impact NLC.
- Maintain effective working relationships with all stakeholders to foster good working relationships that encourage an environment of ongoing education, compliance and continuous improvement.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader NLC organisation.



- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Comply with NLC policy and procedures at both organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Assist other Assets & Property team members as and when required.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Qualifications in property management within residential / commercial environments.
- Minimum of one (1) year experience in residential or commercial properties.
- Experience in Housing or Property Management with a strong understanding of the Residential Tenancies Act 1999, or the ability to rapidly acquire.
- Sound cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Excellent organisational skills, good attention to detail with a high degree of accuracy, with the ability to determine work priorities, including working with minimal supervision.
- With guidance interpret and implement legislation, regulations, lease and contracts including negotiations and management.
- Proven ability to provide a high level of customer-focused service to diverse stakeholders including managing competing priorities in a timely manner.
- Sound analytical and problem-solving skills with the ability to be flexible and adapt in order to achieve outcomes.
- Demonstrated experience in the use of Microsoft office software applications, including a working knowledge of computerised property / asset management systems / databases.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Project Management of small projects in remote locations.