



POSITION DESCRIPTION

Position Title:	Coordinator Property Services		
Classification:	Band 8	Status	Full Time Ongoing
Group:	Governance, Facilities & Economy	Business Unit:	Governance, Safety and Property
Reports to:	Manager Governance, Safety & Property		
Direct Reports:	3	Date:	October 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVE

- The Team Leader Property is responsible for leading, coaching and guiding the Property team to deliver the day to day operational outcomes for the organisation relating to the Property portfolio including the effective management of the Council's property portfolio and the delivery of Council's services, programs and facilities in accordance with the Council Plan.
- This position will act as a center of expertise in providing comprehensive and strategic property advice to Council Departments to support their delivery of services, programs and facilities.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- In conjunction with the Manager, undertake property acquisitions authorised by the Council or

the Chief Executive Officer associated with Precinct Structure Plans and related Development Contribution Plan or Infrastructure Contribution Plan and ad hoc purchases and disposals as required, including complex negotiations with owner/vendors

- Delivery of the actions within the Property Strategy and update to the Strategy as required
- Development of policies and procedures to manage the Council's property portfolio
- Effective delivery of property services, programs and evaluation of new lease requests and preparation of leases
- Provide advice and responses relating to key internal and external stakeholders on property related projects, financial forecasting, acquisitions and disposals
- Manage Councils Rights of Way and Reserves Discontinuance and Sale Policy, including responding to customer queries and progressing sale transactions
- Manage ongoing leasing and licensing requirements in accordance with the Council Leasing Policy and management of the property management database
- In accordance with the Council Plan, manage the property portfolio in relation to investment and revenue opportunities
- Lead, motivate and develop direct reports and maintain a constructive high performing culture across the Property team
- Monitor and report on the Council's property portfolio including Property Strategy, Lease & Licences
- Liaise and negotiate with Council's external professional advisors including but not limited to solicitors, property and planning consultants, estate agents, surveyors and valuers
- Oversee Council's property register to for the purposes of providing information and organisational reporting
- Prepare reports on Councils property assets, including the annual property portfolio report to the executive
- Assisting in communicating property management information to the general public, tenants, and within the organisation
- Undertake budgeting and forecasting relevant to Council's property portfolio

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Adhere to and update as required the Property Strategy, policies and procedures
- Ongoing management of the internal property committee and coordinate the operation of this committee
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage the resources and day to day operations of the Property function.
- Accountable for the quality, accuracy and effectiveness of the Property function.
- Freedom to act is governed by goals and policies of the organisation and by statute and subordinate legislation.
- Ensure adherence to relevant legislation and policies.
- Coordinate and develop a cohesive team and to ensure a productive and open working relationship with Council stakeholders, business units and staff.
- Develop and maintain Property related policies, practices and procedures

JUDGMENT AND DECISION MAKING

- Make decisions on matters which are the responsibility of the position within delegated

authority, legislative requirements, established policy or recognised standards.

- Operate in a self-managed way to engage the organisation to create a continuous improvement culture.
- Work involves the application of improvement suggestions, recommendations and problem solving
- Identify and develop policy options for the property function for consideration by Senior Leadership Team.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- An understanding is required of the long-term goals of the Council and of its values and aspirations and of the legal and socio-economic and political context in which it operates
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.
- The ability to research and apply knowledge and skills from outside the property management discipline.
- Demonstrated property and team coordination experience.
- Provide specialist advice to managers and staff in relation to property matters and issues.
- Ability to interpret legislation and statutory procedures and requirements through understanding of the legislation pertaining to Local Government.
- Well demonstrated ability to research, analyse data and develop reports, policies and procedures.
- Competency with Microsoft Office products and Finance software.

INTERPERSONAL SKILLS

- Ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees.
- Establish networks with other local government property specialists with the ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to contribute and work effectively in teams to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- High level interpersonal, negotiation and persuasion skills, including discretion and judgement in working within a complex administrative and political environment.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to effectively supervise a team to ensure effective and efficient property delivery.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities
- Be proactive and prioritise activities according to level of urgency with the ability to achieve objectives despite conflicting pressures
- Proven ability to manage time, set priorities, plan and organise own work as well as that of reporting line staff, to achieve specific objectives in the most efficient way possible within a set timetable.
- Ability to make independent decisions, good judgement and work with autonomy, initiative and minimum supervision.
- Ability to evaluate systems and suggest changes where applicable.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications, industry qualification and/or equivalent experience in a comparable environment.
- Leadership capability and demonstrated management experience.
- Sound knowledge of property management.
- Knowledge of current legislation and an ability to explain and interpret such legislation.
- Demonstrated application of extensive knowledge and experience in property.
- A current Victorian Drivers Licence
- Current Victorian Working with children's check.

KEY SELECTION CRITERIA

- Relevant tertiary qualification and / or equivalent relevant experience managing property preferably in local government or state government organisation, including leasing, management, sales and acquisitions.
- Extensive knowledge and understanding of property management in a local government context.
- Demonstrated ability to accurately interpret and apply relevant legislation and policy.
- Ability to conduct thorough research and investigations into property and real estate matters and achieve quality outcomes.
- High level interpersonal, negotiation and persuasion skills, including discretion and judgement in working within a complex administrative and political environment.
- Ability to concurrently manage multiple competing property and real estate projects.
- Demonstrated ability to establish and maintain relationships and foster useful partnerships, both internally and externally

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure	This is a full-time ongoing position
Pre-employment checks	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.