



Position Description – Property Works Project Officer

Division	City Futures
Portfolio	Property & Open Space
Business Unit	Property Management, Planning & Strategy
Level	5
Reports To	Coordinator Property Management, Planning & Strategy
Prescribed Position	No

Position Objective

The Property Management, Planning & Strategy Unit oversees Council buildings and infrastructure. A key focus is delivering works to agreed service levels, timelines, and quality and cost standards. The Property Works Project Officer manages small-scale building projects and works cross-functionally with Property Maintenance and Construction Delivery teams to ensure assets are maintained and accessible for community use.

Key Responsibilities

- Deliver small capital works projects and planned maintenance by scoping, budgeting, scheduling, and ensuring compliance; manage Salesforce requests, oversee contractors, and prepare Development Applications as required. Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Manage contractor engagement and procurement for small projects, including tendering, site instructions, risk assessments, supervision, insurance claims, and ensuring work meets required standards.
- Maintain property and asset records, manage risks, ensure compliance with WHS and Council policies, and oversee works meet planning, development, and building code requirements.
- Respond to stakeholder enquiries, ensure appropriate consultation and notification around works, and contribute to Council's culture by modelling values and delivering high-quality customer service.
- Contribute to the continuous improvement of administrative processes, templates, and systems used across property and maintenance functions.
- Assist with the preparation and processing of purchase orders, invoices, and quotations in accordance with Council's procurement and financial procedures.
- Coordinate and maintain work orders for property maintenance activities, ensuring timely allocation, completion, and documentation of works.

- Monitor and track expenditure against allocated project and maintenance budgets.
- Remain informed of contemporary, innovative, and best practice approaches relevant to property management, maintenance, and project administration, and apply these to enhance service delivery and efficiency.
- Undertake other duties as reasonably directed.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Skills

- Coordinate small building works projects, including contractor engagement and oversight.
- Develop and evaluate property maintenance programs to ensure effective asset management.
- Interpret building plans, regulations, and codes to guide and monitor works.
- Plan and implement project management programs with strong financial oversight.
- Manage project budgets and expenditure to ensure cost-effective delivery.
- Apply strong organisational and administrative skills to meet deadlines and outcomes.
- Solve problems and make decisions effectively, with sound time management.
- Deliver agreed outcomes and meet performance targets consistently.
- Prepare technical and administrative reports with strong documentation skills.
- Provide excellent customer service and communicate effectively with stakeholders.
- Collaborate with internal and external teams using strong interpersonal skills.
- Use Microsoft Office and corporate systems for property, finance, and asset management.
- Navigate electronic document and property systems confidently in a Windows environment.
- Demonstrate alignment with Council's direction and values, fostering a positive culture.
- Model professional behaviour consistent with Council's corporate values.

Knowledge

- Demonstrates sound knowledge of statutory requirements for building and construction, including the Building Code of Australia and related legislation.
- Understands Council's responsibilities in property and infrastructure management, development, and maintenance.
- Applies knowledge of financial accountabilities, budget management processes, and procurement frameworks within a local government environment.
- Possesses a solid understanding of building construction methods, materials, and processes for maintenance and minor works projects.
- Familiar with Council policies, procedures, Asset Management Plans, and corporate systems relevant to property and open space portfolios.
- Maintains sound knowledge of Work Health and Safety requirements and procedures for building and maintenance works.
- Demonstrates awareness of environmentally responsible materials, energy efficiency, and water-sensitive urban design principles.
- Understands standards for accessibility and universal design in community buildings and facilities.
- Applies familiarity with asset management frameworks, systems, and lifecycle planning principles.
- Understands risk management strategies related to property, contractors, and infrastructure assets.

Experience

- Demonstrated experience coordinating or assisting with building maintenance, construction, or minor capital works projects.
- Experience liaising with contractors, consultants, and service providers to deliver projects or maintenance outcomes.
- Proven experience in project or asset administration, including procurement, work order management, and budget tracking.
- Experience preparing correspondence, reports, and documentation in a professional environment.
- Experience providing a high level of customer service to internal and external stakeholders.
- Experience working within a local government or similar public sector environment.
- Exposure to property or facility management, asset management systems, or building condition assessments.

- Experience applying relevant building codes, standards, and Work Health and Safety procedures within a property or maintenance context.

Qualifications & Requirements

• Certificate IV in Building, Construction, Project Management, or related field or substantial relevant experience in property maintenance or project coordination.	Essential
• Car Licence.	Essential
• Diploma or higher qualification in Building, Construction Management, Project Management, or related discipline.	Desirable
• White Card.	Desirable
• Training or certification in Work Health and Safety, Contract Administration, or Procurement.	Desirable