



POSITION DESCRIPTION

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| Position Title: | Council Property Officer | | |
| Classification: | Band 6 | Status | Full Time |
| Group: | Governance, Safety, Property | Business Unit: | Property |
| Reports to: | Coordinator Property Services | | |
| Direct Reports: | None | Date: | January 2026 |

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 OBJECTIVES

- Assist and support the administration and management of Council's property portfolio;
- Assist and support with property management tasks to ensure effective management of council's property portfolio;
- Assist with the development, implementation and maintenance of a property strategy to provide policy framework and guiding principles for the acquisition, disposition and management of all Council owned or controlled properties;
- Contribute to the organisation's business improvement program by identifying and implementing customer service improvements.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Property

Lease/Licence

- Implementation and administration of Leases, Licences and other Agreements;
- Knowledge of specific lease requirements in the Local Government Act 2020, Retail Leases Act and other relevant Acts and Regulations as required;
- Client Liaison Officer responsibilities, as allocated within the Property Team, which can include undertaking client liaison officer duties, and providing advice to the organisation;;
- Liaise with and seek legal advice relating to property related matters.

Acquisitions and Disposals

- Where assigned, administer acquisitions in accordance with legislative requirements and Council Policies;
- Understanding of legal/conveyancing and Land Use Victoria documentation and processes;
- Knowledge of Precinct Structure Plans and Development Contribution Plans to facilitate development and implementation of infrastructure;
- Knowledge of the Local Government Act 2020, related Acts, Regulations and Guidelines which are applicable to the sale and purchase of properties;
- Manage discontinuance of road, right of way in accordance with the Local Government Act and Council Policy;
- Carry out due diligence and coordinate sale process as required;
- Budget forecasting and reporting to the Finance Team for land and property acquisitions handled by Property Officer.

General

- Responding to and providing property related advice, as required;;
- Investigate, report and resolve property related issues including illegal occupation and encroachments of Council property;
- Creation, amendment and removal of easements as required;
- Approving rental expenditure and legal invoices within approved delegation;
- Preparing Reports for Executive Leadership Team and Council;
- Assist in developing Council policies, strategies, and procedures;
- Provide research, advice and support for all property transactions.

Valuations

- Request and monitor adhoc valuation requests;
- Liaise with Valuer General in relation to General Valuation Contract if required;
- Liaise with State Revenue Office if required.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices
- 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

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act set by clear objectives and/or budgets, with a regular reporting mechanism to ensure adherence to goals and objectives;
- Act within approved delegations;
- Provide advice to clients subject to regulations and policies, and regular supervision;
- Decisions and actions may be subject to appeal or reviewed by more senior employees;
- Liaising with external parties;
- Has input into relevant policy development.

JUDGMENT AND DECISION MAKING

- Ability to interpret local government and council specific standards, policy and legislation in order to resolve issues affecting the organization and ratepayers
- Strong problem solving skills with an ability to identify problems and formulate, implement and evaluate proper solutions in relation to organizational needs
- When developing policy, the identification and analysis of an unspecified range of options is required before a recommendation can be made
- To operate with a level of autonomy, receiving limited direction in general day-to-day work, seeking direction from Coordinator Property Services
- Ability to apply discretion in decision making to ensure effective delivery of outputs

- Exercise day-to-day problem solving with respect to the allocation of resources and time management
- Guidance and advice is usually available to make a recommendation, or decision, or provide advice

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of relevant legislation, government and council policies and procedures in relation to property issues
- Ability to deal with sensitive and/or political issues with tact and diplomacy while maintaining confidentiality
- Demonstrated capacity to provide advice on property matters.
- Contract management skills
- Professional experience in the clear and structured presentation of information and concepts
- Demonstrated commitment to excellence in customer service
- A sound understanding of the legal processes that operate in Victoria that relate to property and valuations
- An understanding of and commitment to continuous improvement

INTERPERSONAL SKILLS

- Excellent communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts, including the capacity to deal with and resolve conflict
- High-level written and verbal communication skills including discretion and judgement in working within a complex administrative and political environment
- Sound negotiation skills, with the ability to encourage co-operation from groups and stakeholders.
- Demonstrated ability to develop and maintain significant strategic relationships
- Ability to work effectively either independently or as part of a multi-disciplinary team

MANAGEMENT SKILLS

- Strong time management skills and the ability to plan for interruptions
- Ability to plan, prioritise and organise work, within set timelines and in an environment of change and conflicting demands
- Contribute to strategic and business planning
- Proven ability to set priorities and plan and co-ordinate activities to achieve objectives in an environment characterised by high volumes of work and competing priorities
- Ability to work independently as well as in a team
- Problem solving skills

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma and some relevant experience OR lesser formal qualifications with substantial experience (or through substantial relevant experience in the field of specialist expertise) OR through substantial relevant experience in the field of specialist expertise;
- Demonstrated knowledge of Property Law and associated processes;
- Demonstrated knowledge of Local Government Act and related procedures;
- A current Victorian drivers licence.

KEY SELECTION CRITERIA

- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of relevant property policies, procedures and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

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 maximum term 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 Financial Background Check, Traffic Check or Working with Children Check.