

# POSITION DESCRIPTION

## SENIOR PROPERTY OFFICER

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<p><b>Thriving Community</b></p> <p><i>A City where people have the opportunity to connect and flourish</i></p>	<p><b>Prosperous Economy</b></p> <p><i>A City with a thriving economy that enriches its local community</i></p>	<p><b>Clean And Green City</b></p> <p><i>A City that values its natural environment</i></p>	<p><b>Places For People</b></p> <p><i>An accessible City where people love to be</i></p>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with sound stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<p><b>Make a Difference</b></p> <p>We serve our community well</p> <ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people's lives</li> <li>• Community focussed</li> <li>• Deliver Council's City Plan</li> </ul>	<p><b>Grow &amp; Improve</b></p> <p>We improve our work everyday</p> <ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<p><b>Better Together</b></p> <p>We collaborate &amp; create to deliver meaningful outcomes</p> <ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>
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The position is:

<b>Position Title</b>	<b>Senior Property Officer</b>		
<b>Department &amp; Section</b>	<b>City Assets – Property &amp; Building Assets</b>		
<b>Team</b>	<b>Property Team</b>		
<b>Reporting to</b>	<b>Team Leader Property</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA Level 6</b>		
<b>Position Number</b>	<b>3072</b>	<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

## How does this position contribute to our community?

This position supports the organisation's property function to support a range of social and economic benefits for our City. The role ensures we work collaboratively with our lessees and community partners, provide high quality community places, generate financial return for Council, build and support social inclusion and participation and strengthen our local economy.

## What does the position do?

- Lead and manage complex property transactions, land administration matters and statutory processes, including acquisitions and disposals, road openings and closures, community land revocations and other regulatory property functions, ensuring compliance with relevant legislation, policy and governance requirements.
- Provide high-level specialist advice and technical expertise in property law, conveyancing, leasing, tenure management and compliance related matters to support informed decision making across Council.
- Negotiate, prepare, administer and monitor leases, licences, permits, easements, deeds, authorisations and other property related agreements, ensuring stakeholders understand and meet their contractual and financial obligations.
- Manage a portfolio of commercial, community and Council owned leased properties to support community participation, wellbeing, recreation opportunities and local economic development outcomes.
- Undertake complex due diligence activities including title and encumbrance searches, service authority investigations, contamination assessments and tenure reviews to support risk management and strategic property decisions.
- Resolve complex property-related issues using professional judgement, advanced problem-solving skills and high-level interpersonal capability.
- Manage competing priorities, complex workloads and statutory timeframes to ensure the timely delivery of property matters and organisational outcomes.
- Oversee the administration and ongoing management of Council's Community Land Register and Community Land Management Plans, ensuring statutory compliance, accurate records management and effective property governance.
- Develop and maintain effective working relationships with community groups, government agencies, consultants, lessees and internal stakeholders, providing timely and professional advice on a broad range of property and land management matters.
- Identify and implement opportunities for continuous improvement in property related policies, procedures and operational practices, while contributing to a collaborative, high performing team environment and supporting cross organisational initiatives.
- Undertake other duties commensurate with the role, skills and classification level as reasonably directed.

## What outcomes does the position deliver?

- A high performing property and lease management function that is community focused and aligned with Council's strategic objectives.
- Evidence based decision making in all property matters, informed by high level technical knowledge and risk management processes.
- Property arrangements deliver a range of community outcomes and benefits in accordance with Council policy strategy.
- Constructive and collaborative relationships with agreement holders and stakeholders.
- Optimised financial return to Council from commercial property arrangements.

## The behaviours we expect the position to contribute to our workplace are:

- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Proactively builds trusted relationships with internal and external stakeholders, aligns priorities, and works collaboratively to deliver meaningful outcomes that support organisational objectives.
- Adapts communication style to suit diverse audiences, ensuring complex information is conveyed clearly, accurately, and with influence.
- Demonstrates a positive, solutions-focused approach, maintaining professionalism and resilience in complex or challenging situations.
- Contributes to a constructive team culture by modelling accountability, enthusiasm, and integrity, and positively influencing team behaviours and performance.
- Applies critical thinking and sound judgement to resolve issues, with a willingness to explore innovative and practical solutions.
- Highly organised and responsive, with the ability to manage competing priorities, meet deadlines, and adapt to changing business needs.
- Takes ownership of work, demonstrates initiative, and independently seeks information to inform decisions and maintain up-to-date knowledge.
- Displays a commitment to ongoing learning, professional development, and continuous improvement in both individual and team performance.

## Qualifications for the position

- A formal qualification in law, legal services, conveyancing, or other property related field is highly desirable.

## Experience

- Experience in providing high-level specialist advice and technical expertise in property law, conveyancing, leasing, tenure management and compliance related matters
- Minimum 2 – 3 years demonstrated experience managing complex property transactions, land administration matters and statutory processes

## Knowledge

- Strong knowledge of key legislation relevant to property transactions, leasing, conveyancing, road opening and closing processes, and local government property and community land management.
- Sound understanding of real estate legislation, industry standards and statutory procedures relating to leases, licenses, permits, authorisations, deeds, contracts and Vendor Disclosure Statements.

## Information Management/Cyber Security

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- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Procurement and Contract Management**

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

## **Our Safety and Return to Work Commitments**

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.