



<b>Position Title:</b>	<b>Property Officer</b>	<b>Position No:</b>	<b>CF48, CF49 &amp; CF12</b>
<b>Group:</b>	Corporate Services	<b>Service Area:</b>	Property & Assets
<b>Reports to:</b>	Senior Property Officer	<b>Direct Reports:</b>	Nil
<b>Classification Level</b>	Administration Officer 5 – ASO5		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	April 2026
<b>Special Measures:</b>	<i>No - Not Applicable</i>		

## POSITION OVERVIEW

The Property Officer is part of a team that supports the management of residential and commercial properties across the NLC's seven (7) regions in urban and remote locations. The role is responsible for coordinating, leasing, maintenance, inspections and contractor activities.

The position works closely with internal teams, regional staff, landlords and service providers to ensure properties are safe, compliant and fit for purpose.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Prepare and Manage lease agreements and Aboriginal Land Trust agreements using approved templates, including bonds, inspections and documentation.
- Support property services by coordinating maintenance requests, inspections follow-up actions and contractor attendance in both urban and remote communities
- Support office accommodation, staff housing and operational property allocation and utilisation decisions through accurate records and reporting
- Engage with contractors to organise repairs and maintenance, ensuring all work is recorded accurately
- Liaise with staff landlords and service providers to progress property repairs, maintenance and minor works, and ensure actions, costs and records are captured accurately in approved systems.
- Coordinate planned maintenance programs using building inspection reports
- Monitor and follow up outstanding property issues and escalate risks or delays as required
- Assist with improving property management systems, procedures, and maintenance schedules
- Apply relevant property legislation, standards and NLC policies in daily work
- Build and maintain positive working relationships with internal and external stakeholders that encourage an environment of ongoing education, compliance and continuous improvement.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.



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## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Qualifications in property management within residential / commercial environments.
- At least two years of experience in residential or commercial property management
- Experience in Housing or Property Management with knowledge of the Residential Tenancies Act 1999., or the ability to quickly gain this knowledge.
- 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.
- Good organisational skills, with attention to detail and a high degree of accuracy, and the ability to prioritise work.
- Ability to understand and apply leases, contracts and legislation
- Sound analytical and problem-solving skills with the ability to be flexible and adapt in order to achieve outcomes.
- Experience using Microsoft Office and property management systems
- Current C Class Drivers Licence and the ability and willingness to undertake regular remote travel in a 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Management of small projects in remote locations
- Experience coordinating small maintenance or property-related projects in remote locations.