

POSITION DESCRIPTION

Position Title:	Property Officer (PN 5447)		
Position Type:	Permanent Full-time		
Department:	Commercial Business		
Date Approved:	May 2026		
Hours per week:	35	Award Classification:	Band 2, Level 1
FTE	1	Salary Classification	Grade 3

Position Purpose

Support the preparation and administration of leases and licenses for Council owned and managed properties within the Commercial Business Team. Assist asset owners and support general property matters including but not limited to, property maintenance, site inspections, data management, procurement, statutory services and other operational and administrative tasks.

Key Accountabilities

- Assist in the provision of property management services, including site inspections, renewals, fees, invoicing, and coordination of compliance activities.
- Support the processing of leases and licences for Council owned or managed land or buildings including expressions of interest, public notices, templates, receiving applications, coordinating the update, execution and filing of legal documents and invoicing.
- Deliver high-level customer service to property tenants, as well as other property and facility stakeholders, community members and internal clients and assist in the investigation of property matters.
- Support the Property Coordinator in the coordination of routine and reactive maintenance and compliance of Council-owned and managed land, as well as key assets managed within the property portfolio; which may include Council's swimming pools and RFS and SES depots, commercial sites and other key buildings and assets.
- Support contractor engagement and project administration activities, including procurement, contract management, and monitoring safety and environmental controls.
- Support the ongoing development of property portfolio database/systems.
- Assist with the administration of Section 45 approvals process.
- Provide support to the facilities team as required.
- Provide administrative and operational support to the Property Coordinator and Senior Property Manager as required.
- Positively contribute to an outstanding team culture and fostering positive working relationships with the community and external stakeholders.
- Deliver accurate administrative, record keeping, business and project support services.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

Essential

- Certificate III or IV in Business Administration, Property Services, Local Government or Project or Contract Administration, or equivalent experience
- General Construction Induction Card or willing to obtain
- Current Class C Drivers Licence

Desirable

- Asbestos Awareness
- Contract management training
- Procurement training
- Introductory Crown Land training
- Exposure to telecommunications leases or commercial property arrangements
- Exposure to land tenure, land title and property investigation processes
- Awareness of Native Title and Aboriginal Land Rights legislation and processes

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Experience assisting with contractors procurement or project support activities.
- Highly developed interpersonal skills, ability to liaise effectively with a diverse range of people in a professional manner while maintaining confidentiality, integrity and discretion.
- General understanding of licence/lease agreements, property administration and building maintenance principles.
- Demonstrated ability to organise and prioritise tasks within a fast-paced team environment.
- Proficiency in Microsoft Office applications including Word, Excel, Outlook, and PowerPoint.
- Ability to learn and use specialised software such as property management systems, GIS platforms, electronic records management systems and other Council specific applications.
- Demonstrated ability to complete administrative tasks with a high degree of accuracy, in a timely manner and able to cope well under pressure.
- Demonstrated commitment to the provision of quality customer service.
- Experience working with property, building/asset maintenance and/or local government procedures with an ability and interest to learn and expand this experience.
- Ability to review and work with leases, licences, and legal documents.
- General knowledge of relevant legislation (e.g., Local Government Act, Crown Land Management Act.)

POSITION DESCRIPTION

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

CARING Values

COLLABORATION

ACCOUNTABILITY

RESPECT

INTEGRITY

NURTURING

GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

Supervision Received

This role reports to the Senior Property Manager.

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	May 2026

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>RM</i>
Position Title:	People and Culture Advisor
Date:	May 2026

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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