

POSITION DESCRIPTION

PROPERTY OFFICER

Our City Vision:

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

Our Goals

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

Make a Difference We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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POSITION DESCRIPTION

The position is:

Position Title	Property Officer		
Department & Section	City Assets – Property & Building Assets		
Team	Property Team		
Reporting to	Team Leader Property		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	3321	Prescribed Position:	YES ☐ NO ☒

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?

- Coordinate a variety of property matters to deliver benefits for the community.
- Administer a portfolio of commercial properties to deliver community outcomes and stimulate the local economy.
- Administer Council's community lease arrangements which contribute to community wellbeing, and/or increased participation in sport and recreation.
- Assist with the strategic acquisition and disposal of land and property assets.
- Negotiate, prepare and administer leases, licences, permits, authorisations, deeds and other contractual arrangements.
- Maintain Council's community land register and Community Land Management Plans.
- Maintain constructive relationships and high-level customer experience with a range of stakeholders.
- Ensure that agreement holders understand and observe their obligations in accordance with occupancy agreements, including financial recoveries.
- Provide timely and relevant advice on a range of property matters.
- Ensure that Council meets its obligations pursuant to occupancy agreements, including effective delivery of capital works and building maintenance.
- Undertake road opening and closing, community land revocation and other property related processes.
- Undertake reverse due diligence activities, including title searches, service locations, identifications of any encumbrances or trusts, and sit contamination reports.
- Ensure all property functions are administered effectively and comply with policy and legislation.
- Identify and support ways to continuously improve property related policies and procedures.
- Liaise with Government agencies and other stakeholders on relevant matters.
- Be part of a motivated, high performing team of property staff.
- Work collaboratively with staff across the organisation on a range of initiatives.
- Other reasonable duties as required.

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:

- Communicates clearly, professionally and respectfully, adapting communication style to suit diverse audiences
- Demonstrates a customer focused approach and strong commitment to delivering positive outcomes for the community
- Models PAE Values and acts in accordance with the Code of Conduct
- Builds and maintains positive, trusting and professional relationships with stakeholders
- Demonstrates sound judgement, problem-solving skills and a proactive approach to resolving issues
- Demonstrates strong negotiation and influencing skills to achieve balanced and positive outcomes
- Works collaboratively as a supportive and constructive team member, contributing to shared goals and success
- Maintains a high level of attention to detail and accuracy when managing documentation, agreements and records
- Shows adaptability, accountability and a commitment to personal development and continuous improvement
- Effectively plans, organises and prioritises work to manage competing deadlines and deliver outcomes in a timely manner

Qualifications for the position

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

Experience

- Minimum 2 – 3 years' experience coordinating lease and/or other property related functions.
- Experience in a similar position in a large, complex, and diverse organisation is desirable.
- Management of leases, licences, and other property transactions.

Knowledge

- Knowledge of Roads Opening and Closing Act 1991.
- Knowledge of Land and Businesses (Sale and Conveyancing) Act 1994.
- Knowledge of the Retail and Commercial Leases Act 1995.
- Knowledge of legislation and industry standards relating to real estate practices, and procedure, leases, licences, permits, authorisations, deeds, contract, and Vendor Disclosure Statements.

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- Significant knowledge of legislative instruments relating to Local Government Property and Community Lands in the Local Government Act 1999.
- Knowledge of planning and evaluation principles.
- Understanding of continuous improvement approaches.

Information Management/Cyber Security

- 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 Council's 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.