

## POSITION DESCRIPTION

<b>Position Title:</b>	Property and Administration Officer	<b>Directorate:</b>	Infrastructure and Development
<b>Position Number:</b>	100907	<b>Department:</b>	Property, Environment and Waste
<b>Employment Status:</b>	Full-Time	<b>Location:</b>	Chambers
<b>Employment Type:</b>	Permanent		
<b>Classification:</b>	Salary Point 8		
<b>Reports to:</b>	Senior Property Officer		

### PRIMARY PURPOSE

The **Property and Administration Officer** will work with the Property Team on Council land and facility queries, managing information, and playing a key administration role in the management of Council's property assets in accordance with the Leasing and Licencing of Council Properties Policy, Disposal of Council Land Policy, and other relevant processes. The position will also provide general administration assistance within the department.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Property and Administration Officer** reports to the **Senior Property Officer** for all operational and management matters.
- The role is a key contributor to the **Recreation and Property sections** and will liaise with a variety of internal stakeholders across Council.

#### 2. External:

- The **Property and Administration Officer** will liaise with external stakeholders such as sporting and community groups, businesses, government departments, consultants, contractors, statutory authorities, and real estate agents.

### OUR VALUES:

#### We respect each other

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters

#### We are trusted

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn

#### Together we are better

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge

#### We deliver

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
To provide administration and property management services to Glenorchy City Council	<ul style="list-style-type: none"><li>• To promote, provide information, and advice about Council properties in accordance with Council policies.</li><li>• To effectively and efficiently provide services to support:<ul style="list-style-type: none"><li>○ the leasing and licencing of Council properties in accordance with the Leasing and Licencing of Council Properties Policy.</li><li>○ the sale and acquisition of Council property in accordance with the Disposal of Council Land Policy.</li><li>○ referrals and General Manager's consent in relation to development proposals that may impact or affect Council's property.</li><li>○ property management projects such as the key register, stakeholder registers and other projects as they arise.</li></ul></li><li>• To provide effective administration support to the Recreation and Property sections, and broader department in consultation with the Senior Property Officer, Coordinators and Manager.</li></ul>
Financial Requirements	<ul style="list-style-type: none"><li>• Ensure relevant budgets, revenue and expenditure is accurately recorded and reported on.</li><li>• Code transactions and provide appropriate documentation, within the required timeframes.</li><li>• Comply with the GCC's Code for Tender and Contracts and any applicable purchasing policy or rules.</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Promote the positive image of Council as a whole.</li><li>• Ensure that a high standard of customer service is maintained to both internal and external customers.</li><li>• Engage, listen to and act where appropriate on feedback from our customers.</li><li>• Implement, evaluate, and continuously improve quality systems and processes for the department.</li><li>• Support community engagement activities in accordance with Council's community engagement framework.</li></ul>
General	<ul style="list-style-type: none"><li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li><li>• Perform any other duties as directed</li></ul>
Organisational Responsibilities	<ul style="list-style-type: none"><li>• Support and adhere to Council's policies and procedures, code of conduct and relevant acts.</li></ul>

- The Property and Administration Officer is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment.

This role may require occasional after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- As per delegation schedules.

**ESSENTIAL (or ability to obtain):**


- Current Drivers Licence
- Working With Vulnerable Persons Card (WWVP)

**KEY SELECTION CRITERIA:**

1. Relevant experience and/or qualifications in administration roles, or related disciplines.
2. High level organisational, administration and time management skills and the demonstrated ability to meet deadlines and stakeholder expectations under conflicting pressures.
3. High level skills in the use of Microsoft Office applications, and ability to effectively use electronic record keeping systems, finance systems, geographic information system (GIS) and other related applications and processes.
4. Demonstrated ability to write cohesive and concise reports, letters, correspondence and minutes of meetings.
5. Well-developed communication skills with a demonstrated ability to effectively liaise with internal and external stakeholders at all levels, as well as the ability to work as an effective team member.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>	Luke Chiu		
<b>Manager Signature:</b>		<b>Date:</b>	13/08/24
<b>Director Name:</b>	Emilio Reale		
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	