



Position Description – Senior Property and Land Officer

Division	City Futures
Portfolio	Property & Open Space
Business Unit	Property Management, Planning & Strategy
Level	6
Reports To	Coordinator Property Management, Planning & Strategy
Prescribed Position	No

Position Objective

This position is primarily responsible for the management of a range of Council-owned property and community land, and administrative process relating to road opening and closures and encroachments. The role acts as the first point of contact and provides end to end liaison with customers and stakeholders.

Key Responsibilities

- Manage and deliver all activities related to the leasing/licencing of Council owned properties, including but not limited to, Community Centres, Libraries, Community Land, Administrative, Commercial, strategic purchase properties and a range of encroachment arrangements in accordance with legislative requirements.
- Research and prepare detailed reports to be presented to Council and provide technical advice to the Coordinator Property Services as required for Council owned property related issues.
- Responsible for preparation and management of Council's community land register and associated plans.
- Engage and manage consultants and/or legal advisers to provide specific advice in relation to functions of this position including community land, encroachments and road openings and closures.
- Prepare all documentation associated with the management of these facilities in accordance with legislative requirements. Negotiate leasing/licencing and encroachments arrangements.
- Manage and update Councils property database so to provide accurate details on rental information including income, rent reviews and renewals, titles, leases, easements etc. and also including occupancy details and vacancies.
- Facilitation of property purchase and sale processes.

- Review fees annually in accordance with the and lease/licence agreements.
- Contact person for any customer requests to ensure repair and maintenance and any other issues are undertaken in accordance with the lease/licence agreement for the properties administered by this position.
- Update and manage refurbishment of buildings within the commercial portfolio within budget constraints and agreed time frames.
- Undertake and document pre and final property inspections.
- Prepare End of Financial Year Budgets/Actuals Expenditure reports.
- Liaise and regularly meet with tenants and occupiers to ensure a high level of service provision.
- Identify any property or financial related risks relating to Council-owned commercial properties and make recommendations to the Coordinator Property Services on appropriate action.
- Provide input into the analysis of the Property Management monthly budget reports.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day-to-day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Ability to problem solve and resolve a range of complex property management issues in accordance with statutory, imposed or other constraints.
- Highly developed written and verbal communication skills including the ability to write complex reports including Council reports.
- Well developed interpersonal skills with the ability to handle people in conflict situations and successfully negotiate solutions.
- Proven skills in negotiating, liaising and coordinating business outcomes.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation and behaviour consistent with corporate values.
- Excellence in customer service.

- Ability to interpret community land management plans.
- Ability to work under limited direction.
- Effective problem solving, decision making and time management skills. General budgeting and administration.
- Effective time management skills.
- Ability to maintain confidentiality.
- Advanced knowledge of the Microsoft Office suite of desktop applications.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.

Knowledge

- Sound knowledge and understanding of statutory requirements and legislation relating to retail, residential and commercial property.
- Working knowledge and understanding of the Local Government Act 1999 particularly in respect of property matters and the use of community land.
- Demonstrated working knowledge relating to building management and maintenance principles, practices and trends.
- Demonstrated working knowledge relating to licences, leases and agreements.
- Sound knowledge of community consultation processes.
- Knowledge of the Roads (Opening and Closing) Act 1991
- Knowledge of the use of information technology systems, in particular software such as Microsoft Word and Excel and Property Management packages (relating to project and facilities management)
- Working Knowledge of legislative financial statement requirements
- Working knowledge of the Microsoft Office suite of desktop applications.

Experience

- Experience in property and land management functions related to this position
- Experience in Local Government environment (preferred)

Qualifications

A tertiary qualification in property management or related field and/or commensurate demonstrated experience in lieu of formal qualifications

Essential

Current South Australian 'C' Class Drivers Licence

Essential