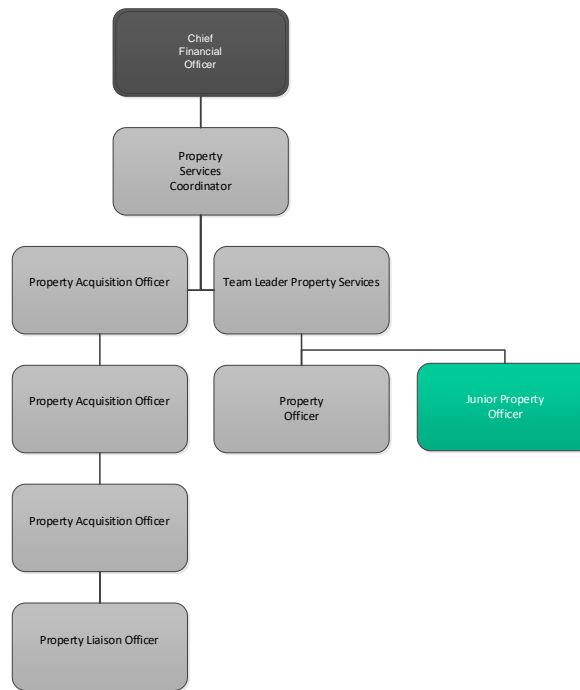


POSITION DESCRIPTION

Position Title	Junior Property Officer
Position Number	27165
Division/Directorate	Growth and Finance
Branch	Finance and Property Services
Grade	Grade 11
Band and Level	Band 2 / Level 2
Special Requirements	<p>Special requirements may include:</p> <ul style="list-style-type: none"> • Employment screening including but not limited to, qualification check, criminal record check, employment verification. • Licensing or registration requirements.
Physical and Environmental Demands	<p>There is a requirement for physical, sensory, psychosocial demands.</p> <p>Refer to the TIA for further information</p>
Reports To	Team Leader Property Services
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	<p>Liveable – Strong and integrated connections between our people and our services</p> <p>Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment.</p> <p>Leading – A successful advocate for our people and places</p>
Reporting Structure	



Position Purpose

To provide administrative support relating to property matters within the Finance and Property Services Team

Key Results Area

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Key Duties & Responsibilities

1. Assist Property Officer, Team Leader, Property Services Coordinator, and the team with general administrative and organisation tasks associated with property matters including calendar management, meeting minutes, telephone enquiries, overseeing the team inbox and property maintenance requests.
2. Maintain and update councils land management records such as land register, lease/licence register (including monitoring renewals), Outdoor Dining Register and obtaining current insurance policies from stakeholders. This includes management of Council's databases and record management systems.
3. Liaise with Real Estate Agents, Lessees, and stakeholders in the management of Councils rental properties and arrange for invoicing and collection of fees, charges, outgoings, and bonds.
4. Assess and prepare owners consent applications including deeds of access for council land. This includes liaison with internal stakeholders, developers, and customers.
5. Assist in the preparation of agreements such as lease/licenses, deeds of access and undertake Public Exhibition of Leases, Licenses, Easements and Land Classifications in accordance with the Local Government Act 1993.
6. Undertake inspections of council's leased and vacant properties including periodic, ingoing, outgoing inspections

7. Oversee the Annual Fire Safety Statements for Council Leased/Licensed properties, including coordinating inspections, invoicing to occupants, and ensuring satisfactory certificates are received.
8. Facilitate transfers of land/dedications to Council and liaise with Solicitors and developers to ensure the land is transferred to council and registered appropriately.
9. Process 88G Applications in accordance with the Conveyancing Act 1919 and other relevant applications related to Property Services.
10. Collate and review rental statements and prepare monthly corporate reporting relating to Property Services functions.
11. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
12. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Tertiary qualifications in business administration, legal, property or a similar field.
2. Appropriate level of experience working with property administration and/or legal services functions.
3. Proven ability to prioritise work and meet deadlines.
4. Proficiency with Microsoft Office programs.
5. Excellent written and oral communication skills with the ability to draft correspondence.
6. Current drivers' licence

Desirable Criteria

7. Previous experience in Local Government
8. Previous experience in dealing with property matters involving leases, licenses, and acquisitions.
9. Proficiency in the use of Authority, EDMS and mapping systems

Prepared By	Property Services Coordinator
Date Prepared	January 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	