

POSITION TITLE	Property Officer
GROUP / DEPARTMENT	Infrastructure/ Facilities & Open Spaces
REPORTING TO	Manager Facilities & Open Spaces
DIRECT REPORTS	Nil
EMPLOYMENT BASIS	Permanent Full Time (70 hour fortnight) Local Government State Award
BAND/LEVEL	Band 2 Level 2
GRADE	Grade 10
APPROVED	CEO Date:
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

The Property Officer is responsible for the overall management of Edward River Council's property portfolio and facilities, including leasing, security, cleaning and maintenance coordination.

ACCOUNTABILITIES

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

Operational Accountabilities

- ☐ Edward River Village Maintenance Operations
- ☐ Facilities Management Administration
- ☐ TechOne Works Orders Creation and Maintenance - Facilities
- ☐ Works Administration
- ☐ Property Management Framework
- ☐ Coordination - Cleaning of Council Facilities and Buildings
- ☐ Council Buildings (Pre 2004) Asbestos Register
- ☐ Facilities Key Issue and Register Maintenance
- ☐ Scheduled Pest Inspections
- ☐ Pest Removal Coordination
- ☐ Safety Equipment Compliance (Buildings)
- ☐ State Heritage Listed Buildings
- ☐ Leasing Delivery Service
- ☐ Rental Management and Maintenance
- ☐ Hazard Reduction Works
- ☐ Deni Swim Centre Health Compliance
- ☐ Deni Swim Centre Contract Management
- ☐ Saleyards Avdata and Payment Management
- ☐ Town Hall Facilities Infrastructure Management
- ☐ ERC New Zero Plan Implementation

- ☐ Sports and Recreation Buildings Construction and Maintenance
- ☐ Infrastructure Cleaning Management
- ☐ Reporting of Crown Land Reserve Management
- ☐ Native Title Management

LINKS (INTERNAL)

- Manager Facilities & Open Spaces
- Council staff

LINKS (EXTERNAL)

- Government departments
- Other Councils
- Contractors

KEY DUTIES AND RESPONSIBILITIES

- Manage all leases and licenses, including liaising with contractors for the use of Council owned or managed property.
- Manage Council's pool contract, ensuring compliance with relevant legislation.
- Develop, implement, maintain and review a system for hiring of land and buildings that satisfies all legislative and policy requirement.
- Develop, implementation and review property maintenance programs for Council buildings and facilities, including servicing and maintenance of safety equipment, installing and maintaining premises security systems and cleaning.
- Maintain a register of required insurances from Council's lessees and licences.
- Undertake the necessary statutory and administrative matters associated with Council's landowner/property responsibilities, including building condition inspections.
- Manage Council's key system including issue and registration of keys.
- Liaison with key Council staff to support their needs in respect to the leasing, licencing or sale of property assets as required.
- Act as Council's Commonwealth Native Title Manager to oversee and approve dealings and actions that may have an effect on properties of Native Title.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties within skills and abilities of the person in the role as requested.

SELECTION CRITERIA

Essential

- Contemporary experience in a similar role, including property management, asset management or corporate building management environment.
- Contemporary experience in interpreting and applying legislation and lease agreements.
- Contemporary experience implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Ability to build relationships and collaborate with all levels of the organisation to achieve desired outcomes.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- Demonstrated ability to coordinate and develop staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Current Drivers Licence.

Desirable

- Working knowledge of the Local Government Act and Regulations and other legislation that relate to

Council Land.

- Experience in a Local Government or similar environment.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.