

# POSITION DESCRIPTION

POSITION	POSITION NUMBER
Property Officer	1402
CLASSIFICATION	LOCATION
Band 6	The Phoenix
DEPARTMENT	DIVISION
Property Services & Facilities Management	Infrastructure and Environment
AGREEMENT	
Ballarat City Council Enterprise Agreement No. 8, 2019	

## Position Objectives

- To assist the Executive Manager Property Services & Facilities Management to undertake the statutory requirements of managing Council's land and building leases and licenses.
- The position will also be required to manage and administer Council's half cost fencing responsibilities and assist as required in Council's statutory records in relation to property management and cemeteries management.

## Key Responsibility Areas

- Working with the Executive Manager Property Services & Facilities Management to assist with the administration and management of Council land and building leases & licences.
- Accurately create and maintain Council lease registers and property databases
- Liaise and engage with internal and external stakeholders, government departments and relevant authorities in relation to Council's leases and licences.
- Assist with the development of policies by providing input into the lease and licensing policy working in accordance with the relevant Acts and government regulations.
- Prepare conditional reports on council owned property and provide recommendations to the Executive Manager Property Services & Facilities Management.
- Provide input into analysis of the performance of Council's property portfolio and make recommendations to Executive Manager and Council.
- Assist the Executive Manager with the preparation of Council reports and Council meetings, including the administering the progression of Council reports for property services.
- Identify and resolve production deficiencies and effectively communicate work requirements and deadlines to the Executive Manager Property Services & Facilities Management.
- Accurately maintain Council's Lease register and other databases
- Manage and administer Council's half cost fencing program.
- Provide input into the annual budget and regularly monitor outcomes
- Provision of timely and effective customer service to ratepayers with counter, telephone and written enquiries while maintaining effective avenues of communication with Council staff and clients.
- Assist with enquiries regarding the management of the Learmonth and Coghills Creek cemeteries when required.
- Provide administrative and relief duties for the Property Officer as required, including the processing of requests for Road Discontinuances and Place Names.

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From a Health & Safety perspective the City of Ballarat requires the following:

## *All Employees and Volunteers*

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Executive Manager Property Services & Facilities Management	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> <li>• Executive Manager Property Services &amp; Facilities Management</li> <li>• Property &amp; Facilities Management Staff</li> <li>• Facility Maintenance Staff</li> <li>• Staff of other Business Units</li> </ul>	External: <ul style="list-style-type: none"> <li>• Government/Statutory Authorities</li> <li>• Leases – Lessors and Lesors</li> <li>• Estate Agents / Valuers / Solicitors</li> <li>• Community Groups and Organisations</li> <li>• Clients</li> <li>• Residents and General Public</li> </ul>

## Accountability and Extent of Authority

- Provide specialist advice to and regulate internal and external stakeholders and clients with regards to the management of the Council property portfolio and assets, freedom to act is subject to regulations, policies and regular supervision.
- Conduct investigative and analytical work and provide input into the development of land & assets management policy.
- Proficient use of financial software systems, including assisting with the preparation and management of budgets.
- Freedom to act within organisational and divisional policies, procedures and budgets.
- Assist and support the Executive Manager Property Services & Facilities Management to meet the needs of the property services team.
- Accountable for the quality and timeliness of work performed and advice given.
- Accountable for managing, developing and providing written responses to customer enquiries, subject to approval by Executive Manager.

## Judgement and Decision Making

- Given the nature of the work is specialised, utilise initiative to select appropriate methods to resolve problems through your knowledge and experience.
- Utilise discretion and judgement to maintain confidentiality and consideration of political sensitivities in all dealings with clients or members of the public.
- Utilise judgement to prioritise daily routine functions along with specific allocated tasks to achieve work targets.

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- Ability to utilise initiative to analyse existing processes and policies and work on improving and developing new techniques, based on previous experience.
- Demonstrated ability to identify and solve problems based on the application of techniques, from knowledge and experience, to new situations.
- Guidance and advice is usually available within appropriate timeframes.

## Specialist Skills and Knowledge

- Ability to read, interpret and apply requirements of acts, regulations, policies and procedures relative to Property management in a local government environment.
- Understanding of the long terms goals of the Property and Facilities Management unit and the relevant policies of the wider organisation and its values.
- Familiarity with relevant budgetary techniques related to developing and managing budgets.
- Well-developed verbal communication skills to interact with a range of internal and external stakeholders.
- Excellent written communication skills with the ability to produce correspondence, background information, reports and submissions/proposals to a high standard.
- Excellent organisational and coordination skills and ability to be flexible and adapt to changing situations.
- Excellent computer and keyboard skills, with a degree of proficiency in Microsoft Office applications, email and Internet.

## Management Skills

- Efficient and effective management and planning of own time and work and setting priorities to achieve specific and set goals and objectives, in the most efficient way possible within the resources available and within a set timetable.
- Ability to respond positively to change and provide input into continually refining processes and relations to improve outcomes and customer service.
- Ability to maintain confidentiality and discretion, at all times, when dealing with highly sensitive and confidential information.

## Interpersonal Skills

- Excellent oral communication skills with the ability to gain cooperation and assistance from stakeholders, clients, Council staff and members of the public.
- Demonstrated ability to communicate clearly and effectively with stakeholders to assist with enquiries and to convey information and instructions.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and to effectively resolve intra-organisational problems and issues.
- Ability to assist the Executive Manager with the preparation for Council meetings and occasionally assist with presenting to Councillors to justify sales and purchase of assets.
- Ability to establish and maintain effective working relationships with Council staff and stakeholders with an emphasis on being a team player and providing excellent customer service.
- Ability to work independently and as a member of a small team and actively participate in team situations.

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## Qualifications and Experience

- Tertiary Qualifications in Business Administration, Property or related discipline with some experience or lesser formal qualifications with substantial relevant experience.
- Previous experience working with property, land management, leases and with a local government environment, is desirable.
- Current Police Check and Working with Children Check, or willingness to obtain them.
- A current Victorian Driver's Licence is essential

## SELECTION CRITERIA

- Tertiary Qualifications in Business Administration, Property or related discipline with some experience or lesser formal qualifications with substantial relevant experience.
- Demonstrated ability to analyse data, undertake research, prepare reports and submissions for a range of audiences.
- Ability to engage, consult with and manage a diverse range of stakeholders, including valuers, solicitors and local community members.
- Demonstrated effective communication and time management skills together with the ability to deal with conflicting deadlines and task, particularly in complex and challenging environments.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.