

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Land Dealings and Leasing Officer
Position Number	165
Department	Office of the CEO
Section/ Stream/ Unit	Governance
Classification	Level 4, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Governance, Policy and Risk Advisor

POSITION OBJECTIVES

Coordinate and administer land dealings and leasing activities in accordance with legislative requirements, by providing technical advice and ensuring the effective and compliant management of Council's property portfolio.

KEY RESPONSIBILITIES

- Provide detailed technical advice and act as a primary point of contact for land dealings related to Council's property portfolio in accordance with legislative requirements, undertaking research as required on sensitive and complex matters.
- Manage, prepare, and review property dealings documentation, including Department of Resources forms, contracts of sale, commercial and retail leases, licences, consents, agreements and easements and the related lodgements and registrations.
- Respond to sensitive and complex property dealings related enquiries and prepare any associated correspondence, briefings, and reports.
- Undertake risk analysis related to property and land dealings, highlighting current and future risks relevant to transactions and leasing, enabling informed decision making with a strategic outlook.
- Manage and/or coordinate special property or land tenure related projects, working with internal and external stakeholders as required from time to time.
- Monitor and/or advise on matters related to native title or indigenous land use agreements (ILUA) relevant to Council's portfolio of land as required.
- Proactively identify service improvement opportunities relevant to the discipline and instigate the development and review of related processes and precedents to achieve savings and/or service experience uplifts (internal and external).
- Build and maintain strong relationships with internal and external stakeholders to ensure service delivery outcomes are consistently achieved.
- Provide support and mentoring to administrative support staff to achieve a high performance, continually improving and customer focused culture.
- Maintain currency and accuracy of Council's leasing database/s and records of tenure arrangements.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Well-developed interpersonal skills, ability to contribute to a cohesive team environment, exercise strong negotiation and conflict resolution skills, to maintain positive relationships with internal and external stakeholders.
- Demonstrated numeracy, written and verbal communication skills including ability to provide advice in relevant discipline and discuss techniques, procedures and / or results with clients.

- Ability to work effectively under general direction with excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Strong attention to detail and perform work with a high level of accuracy.
- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite, and Council's Information Management Systems (MagiQ Documents, MagiQ Enterprise), or ability to rapidly acquire same.
- Exercise sound judgement, and a high degree of initiative, confidentiality, and sensitivity in the provision of administrative support of a complex nature.
- Well-developed report writing and presentation skills as well as a demonstrated ability to engage and partner with community groups and clubs.
- Strong financial, analytical and risk identification skills, with a proven ability to report on and articulate findings to a diverse mix of stakeholders.
- Demonstrated knowledge of the *Acquisition of Land Act 1967*, *Land Act 1994*, *Local Government Act 2009* and *Regulations*, *Land Title Act 1994*.
- Demonstrated knowledge of the interpretation and enforcement of relevant legislation and industry standards relating to Council's commercial and residential property portfolio.
- Extensive experience in building relationships and providing detailed property advice to internal and external stakeholders.

Desirable

- Experience in native title and/or Indigenous Land Use Agreements (ILUA) matters in a government environment.
- Experience managing a diverse and unique property portfolio in a government environment.
- Ability to identify specific or desired performance outcomes.
- Ability to provide expert multi-disciplinary advice gained through qualification and/ or previous experience in the discipline.
- General understanding of the local government industry.

Qualifications, Training and Licences

- Unrestricted drivers licence – 'C' class is essential.
- Tertiary qualification/s relevant to the discipline or equivalent level of expertise, and experience gained by service and/ or study.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.