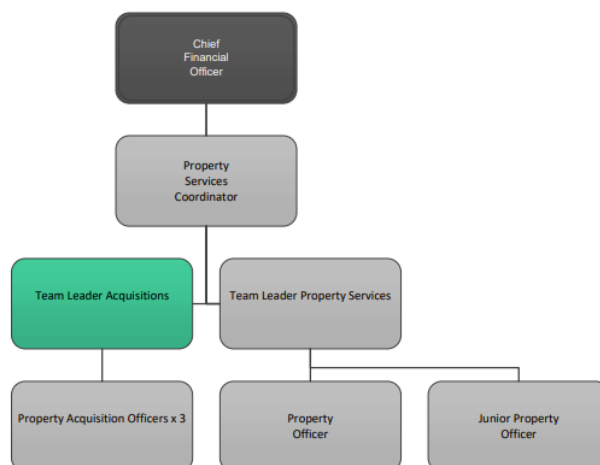


POSITION DESCRIPTION

| | |
|---|--|
| Position Title | Team Leader Land Acquisitions |
| Position Number | 21209 |
| Division/Directorate | Growth and Finance |
| Branch | Finance and Property Services |
| Grade | 18 |
| Band and Level | Band 3 / Level 3 |
| Special Requirements | <p>Special requirements may include:</p> <p>Employment screening includes but not limited to, qualification check, criminal record check, financial checks.</p> <p>Licencing or registration requirements.</p> |
| 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 | Property Services Coordinator |
| 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

Ensure that land acquisition and disposal activities achieve desired outcomes by facilitating negotiations with landowners in alignment with legislative requirements. These activities should be strategically managed to support current and future business needs. Identify land with potential to expand the property portfolio and generate alternative income streams

Key Results Area

Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements.

Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.

Lead Change – Support, promote and champion change, as well as assist others to engage with change.

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.

Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.

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

Key Duties & Responsibilities

1. Coordinate Council's property activities across the LGA and assume responsibility of Council's growth areas
2. Coordinate and monitor the land acquisitions relating to the Leppington Program including accurately maintaining Councils record management systems and databases
3. Provide expert advice, analysis and support in property matters including legislation as required by the Local Government Act, Real Property Act, Land Acquisition (Just Terms Compensation) Act
4. Undertake and oversee all land acquisitions, hardship claims and disposals for Council including the Compulsory Acquisition Process in accordance with the legislation
5. Lead Acquisition Officers through the negotiation process to effectively manage negotiations with landowners, property valuers, legal representatives and relevant stakeholders in effort to reach agreements for land acquisition to ensure compliance with legislation and acquisition

standards are met

6. Manage the Compulsory Acquisition Process for land acquisitions and hardship claims in accordance with the legislation
7. Coordinate major property related projects for Council to ensure the delivery of Council's development needs
8. Apply procurement processes to maintain or develop and maintain panels of service providers to deliver the necessary services for all land acquisitions and disposals
9. Prepare reports and presentations to Council, the Executive Leadership Group and/or the Senior Management Team informing of strategy and policy issues, and relevant developments, land acquisitions, investments, developments and hardship claims
10. Efficiently and concisely respond to court notices, prepare for court matters, attend court and conciliation hearings to achieve strategic outcomes in relation to property matters.
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 Council's 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. Relevant Tertiary qualification in Property, Compulsory Land Acquisition and/or Property Law.
2. 3 years + demonstrated experience in Compulsory Land Acquisitions in accordance with the Land Acquisitions (Just Terms) Compensation Act.
3. 2 years + Demonstrated experience in proactively leading a team to achieve successful outcomes consistently.
4. Demonstrated experience in negotiating complex and sensitive property acquisitions, hardship claims and disposals.
5. Proven track record of responding to, attending hearings and achieving strategic outcomes in

- relation to Land Environment Court and/or Tribunal claims relating to property matters.
6. High level understanding of the relevant legislative provisions relative to compulsory land acquisition and property.
 7. Demonstrated experience in reviewing, negotiating and drafting legal agreements relevant to property including sale contracts, leases and licences.
 8. Current C driver's licence with the ability to travel for and conduct property inspections.

Desirable Criteria

1. Experience in Project Management.
2. Local Government or Acquisition Authority experience.

Prepared By

Property Services Coordinator

Date Prepared

May 2025

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.

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.

Employee Name:

Employee Signature:

Date: