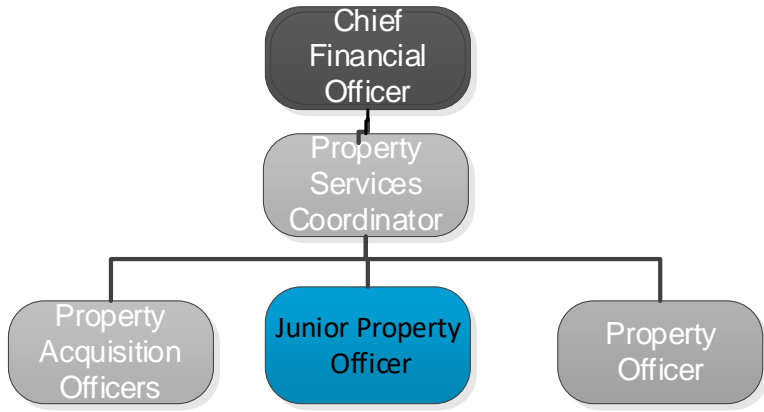


POSITION DESCRIPTION

Position Title	Junior Property Officer
Position Number	27165
Division	Customer and Corporate Strategy
Branch	Finance and Property Services
Grade	11
Special Requirements	Current Class C Drivers Licence
Physical and Environmental Demands	
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Strong Local Leadership
Reporting Structure	
 <pre> graph TD CFO[Chief Financial Officer] --> PSC[Property Services Coordinator] PSC --> PAO[Property Acquisition Officers] PSC --> JPO[Junior Property Officer] PSC --> PO[Property Officer] </pre>	
Position Purpose	
To provide administrative support relating to property matters within the Finance and Property Services Team.	

Key Result Areas
<ul style="list-style-type: none"> • Property Administration Services • Branch Activities • Customer Service • Corporate Core Values
Key Duties & Responsibilities
<p>Property Administration Services</p> <ul style="list-style-type: none"> • Assist Property Officer and Property Services Coordinator with general administrative and organisation tasks associated with property matters including meeting minutes and taking telephone enquiries. • Maintain and update the land register, including filing of title deeds . • Maintain and update the lease/licence register and monitor renewals. • Manage team emails, calendar, meetings and appointments to follow the progress of repairs and maintenance of Council's leased properties. • Create and maintain registers and databases including document management . • Liaise with Real Estate Agents and stakeholders in the management of Councils rental properties. • Liaise with lessees and Council divisions with regard to enquiries relating to Council properties. • Arrange for invoicing and collection of fees, charges and bonds • Assess and prepare owners consent applications including deeds of access for council land. This includes liaison with internal stakeholders, developers and customers. • Assist in the preparation of lease/licence agreements. • Assist with administrative duties associated with property maintenance requests. • Undertake inspections of council leased properties including periodic, ingoing and outgoing inspections and vacant properties. • Maintain the Outdoor Dining Register including enforcement, monitoring renewals and public liability insurance. • Oversee the Annual Fire Safety Statements for Council Leased/Licensed properties, including coordinating inspections, invoicing to occupants and ensuring satisfactory certificates are received. • Facilitate transfers of land/dedication to Council and liaise with Solicitors and developers to ensure the land is transferred to council and registered appropriately. • Undertake Public Exhibition of Leases, Licences, Easements and Land Classifications in accordance with the Local Government Act 1993. • Monitor insurance renewals for lessees/licensees and obtain updated insurance policies as necessary. • Process 88G Applications in accordance with the Conveyancing Act 1919. <p>Branch Activities</p> <ul style="list-style-type: none"> • Provide assistance to the team as required. • Collate and review rental statements and prepare monthly corporate reporting for Property Services functions. • Other relevant duties which may be required by the Team Leader or Manager from time to time • Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council. <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.
WHS Responsibility

<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> 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. 	
Essential and Desirable Criteria	
Essential <ul style="list-style-type: none"> Tertiary qualifications in business administration, legal, property or a similar field. Appropriate level of experience working with property administration and/or legal services functions. Ability to interpret and apply legislation. Proven ability to prioritise work and meet deadlines. High level interpersonal and teamwork skills. Proficiency with Microsoft Office programs. Written and oral communication skills with the ability to draft correspondence. 	
Desirable <ul style="list-style-type: none"> Previous experience in Local Government Previous experience in dealing with property matters involving leases, licences and acquisitions. Proficiency in the use of Authority, TRIM and mapping systems. 	
Prepared By	Property Services Coordinator
Date Prepared	October 2020 Updated June 2022
<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:	