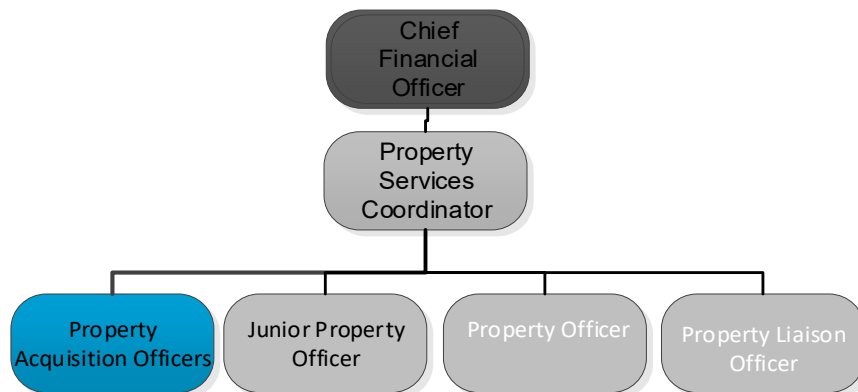


POSITION DESCRIPTION

Position Title	Property Acquisition Officer
Position Number	21193
Division	Customer and Corporate Strategy
Branch	Finance and Property Services
Grade	17
Special Requirements	Current Drivers Licence
Physical and Environmental Demands	
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Strong Local Leadership

Reporting Structure



Position Purpose

To undertake the responsibilities associated with Council's statutory property acquisition programs ensuring property activities are consistent with legislative requirements and managed in a strategic manner that enhances Council's investment property portfolio.

Key Result Areas

- **Property Services**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

Key Duties & Responsibilities

Property Services

- Coordinate Council's property acquisition activities and take carriage of Council's growth areas projects
- Ensure compliance with legislative requirements relating to property acquisitions compulsory acquisitions and hardship claims
- Undertake negotiations in conjunction with Property Services Coordinator and in consultation with relevant stakeholders associated with Council's acquisition programs including landowners and their advisors
- Negotiate terms of agreements strategically and in accordance with legislation
- Ensure that all property matters including road closures, property sales/acquisitions (including Land Tax clearance certificates), reclassifications and *Roads Act* dealings are completed accurately and efficiently
- Provide expert advice, analysis and support in all property matters including legislative matters as required by the *Local Government Act*, *Real Property Act*, *Land Acquisition (Just Terms Compensation) Act*, *Roads Act* and related legislation.
- Participate in strategic discussions within Council relating to Growth Areas
- Participate and deliver strategic purchases for Council in liaison with Property Services Coordinator
- Prepare leases, licences and property related agreements including access agreements with land owners to facilitate works on the land
- Liaise with Council and external property consultants such as surveyors, valuers, real estate agents and legal representatives
- Participate in any Court proceedings relating to property acquisitions and hardship claims
- Navigate Compulsory Acquisition process whilst adhering to Valuer General Guidelines
- Prepare draft reports and presentations to Council, the Executive Leadership Group and or the Senior Management Team all property acquisition, disposal and hardship matters and any other reports related to Council's property acquisition activities
- Coordinate and assess the valuation of land and be familiar with Section 7.11 valuation attributes
- Work in liaison with other teams and Directorates in Council to achieve desired outcomes and meet acquisition objectives ensuring for the efficient delivery of facilities and infrastructure within target dates
- Project Manage acquisitions to meet deadlines, legislative requirements and Council's Service Level Agreements
- Provide professional advice to the Property Services Coordinator and Chief Financial Officer
- Other relevant duties that support the team as required including property management functions

Branch Activities

- Assist Property Services Coordinator to undertake special projects as necessary
- Other relevant duties which may be required by the Property Services Coordinator, CFO and Director from time to time

Customer Service

- 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 Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus. 	
<p>WHS Responsibility</p> <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. 	
<p>Risk Management Responsibilities</p> <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. 	
<p>Essential and Desirable Criteria</p>	
<p>Essential</p> <ul style="list-style-type: none"> Relevant Tertiary qualification in Property and/or Property Valuation such as Land Economy, Conveyancing, Diploma or equivalent Registered or Licensed under relevant legislation Demonstrated experience in negotiating complex and sensitive property matters High level understanding of the relevant legislative provisions relative to property including land acquisitions, compulsory acquisitions, hardship claims, purchase and disposal of property Demonstrated experience in reviewing, negotiating and drafting legal instruments relevant to property including sale contracts, leases and licences Excellent verbal and written reporting skills Excellent understanding of property agreements and relevant legislations applicable to these agreements Current Class C drivers licence and ability to inspect property <p>Desirable</p> <ul style="list-style-type: none"> Experience in Project Management Local Government experience 	
<p>Prepared By</p>	<p>Property Services Coordinator</p>
<p>Date Prepared</p>	<p>July 2023</p>
<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>	
<p>Employee Name:</p>	

Employee Signature:	
Date:	