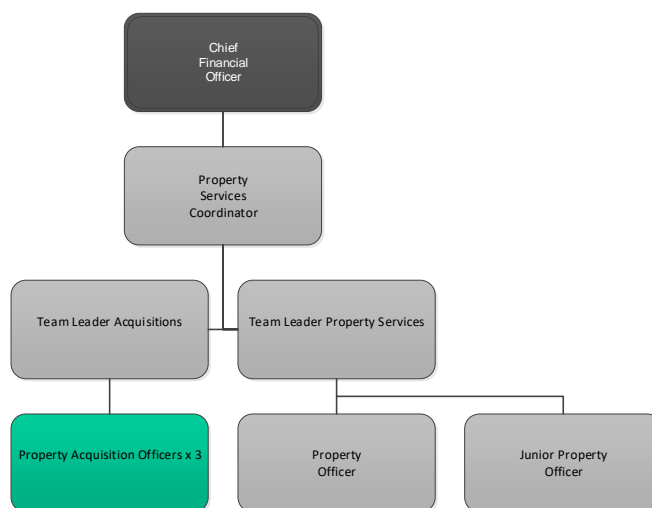


## POSITION DESCRIPTION

<b>Position Title</b>	Property Acquisitions Officer
<b>Position Number</b>	21193
<b>Division/Directorate</b>	Growth and Finance
<b>Branch</b>	Finance and Property Services
<b>Grade</b>	17
<b>Band and Level</b>	Band 3/Level 3
<b>Special Requirements</b>	Employment screening including but not limited to, qualification check, criminal record check, financial checks.  Licensing or registration requirements
<b>Physical and Environmental Demands</b>	There is a requirement for physical, sensory, psychosocial demands.  Refer to the TIA for further information
<b>Reports To</b>	Property Service Coordinator
<b>Direct Reports</b>	Property Acquisitions Officerx3
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	<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>
<b>Reporting Structure</b>	



## Position Purpose

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

## Key Results Area

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

## Key Duties & Responsibilities

### Property Services

- Coordinate and undertake the functions associated with 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, licenses and property related agreements including access agreements with landowners 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 the Council, the Executive Leadership Group and or the Senior Management Team all property acquisition, disposal and hardship matters, and any other reports related to the 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 the Council to achieve desired outcomes and meet acquisition objectives ensuring 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.
- 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.

#### **Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

#### **Corporate Core Values**

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

#### **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	
<ul style="list-style-type: none"> <li>• Relevant Tertiary qualification in Property and/or Property Valuation such as Land Economy, Conveyancing, Diploma or equivalent</li> <li>• Registered or Licensed under relevant legislation</li> <li>• Demonstrated experience in negotiating complex and sensitive property acquisitions, hardship claims and disposals and other property matters</li> <li>• High level understanding of the relevant legislative provisions relative to property including land acquisitions, compulsory acquisitions, hardship claims, purchase and disposal of property</li> <li>• Demonstrated experience in reviewing, negotiating and drafting legal instruments relevant to property including sale contracts, leases and licenses</li> <li>• Excellent verbal and written reporting skills</li> <li>• Excellent understanding of property agreements and relevant legislation applicable to these agreements</li> <li>• Current Class C driver's license and ability to inspect property</li> </ul>	
Desirable Criteria	
<ul style="list-style-type: none"> <li>• Experience in Project Management</li> <li>• Local Government experience</li> </ul>	
<b>Prepared By</b>	Property Services Coordinator
<b>Date Prepared</b>	December 2019
<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>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	