

<b>Job title:</b> Property Officer	
<b>Classification:</b> Band 6 Part time (0.6 EFT)	<b>Effective Date:</b> July 2024
<b>Reports to:</b> Property and Leasing	<b>Tenure:</b> Permanent

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The primary objective of this position is to pro-actively identify and consult internal and external stakeholders regarding the disposal of any unused roads, rights of way, laneways, and other relevant reserves, which are no longer required for public use in accordance with the Discontinuance of Roads Policy. Once unused parcels are identified the role will focus on following the appropriate policy, administrative and statutory processes in accordance with the Local Government Act 1989 and 2020 to achieve a favourable outcome for the Whitehouse community.

### *Position Specific Responsibilities*

- Support the implementation of property management processes and workflows, such that discontinuance and sales, adverse possession claims, for Council owned or managed land, are undertaken in accordance with Council Guidelines, policies, and relevant legislation.
- Liaise with internal departments of Council regarding updates to systems, procedures, and data, impacting on the administration of Council's Property Portfolio (i.e., GIS mapping system, valuations, etc.)
- Build a database of both occupied and unoccupied rights of way and roads which may be suitable for closure, discontinuance, retention or sale by Council to further its goals.
- Support discontinuance and sales cases, such that relevant stakeholders are kept informed of progress, documented processes are followed, and appropriate records are maintained within Council's electronic document management system and other systems as appropriate.
- Prepare reports for internal stakeholders and Council consideration regarding rights of way and roadways where in principle agreement has been reached with relevant adjoining property owners to progress the public notification process and formal resolution of road discontinuances by Council as appropriate.
- Liaise with Councils surveyors, solicitors, service authorities and other professionals in progressing discontinuance matters, issue of titles and settlement of transactions.
- Assist with other property related matters as required within the property and leasing unit,

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil

## Judgement and Decision Making

- Make decisions based on an understanding and knowledge of Council's goals and objectives, guidelines, policies, and regulatory requirements.
- Carry out appropriate actions to complete tasks efficiently and to the required standard, where guidance information within the organisation might not be available.
- Authority to develop solutions to complex issues using initiative, experience, legislation, and investigative techniques.

## Specialist Knowledge and Skills

Qualifications/Certificates/Licenses and Experience

- Tertiary qualification in a property or legal related field and/or experience in a property management related discipline, project management or relevant experience in a Local Government property environment
- Knowledge of the relevant sections of the Local Government Act 1989 and 2020 as they relate to road discontinuances, and relevant property law, is desirable but not mandatory.
- Knowledge and or experience of the statutory and community engagement requirements required in regard to the sale and discontinuance of rights of way and roadways.
- Experience in interpreting and understanding property documents such as land titles, easement's, and transfer documents is desirable but not mandatory.
- Experience with GIS mapping systems,
- Experience in the preparation of property reports is desirable
- The ability to adapt quickly and embrace new technology.
- The ability to work on multiple concurrent projects and prioritize tasks in a time sensitive manner.

## Interpersonal Skills

- Ability to build effective relationships with internal staff, residents, consultants, contractors, and the general community.

- Well-developed written and verbal communication skills.
- Ability to work with minimal supervision, as part of a multi-disciplinary team.
- Well-developed conflict and problem resolution skills in both face to face and over the telephone situations.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and within the organisation to resolve intra-organisation problems.

### **Key Relationships**

- Liaise with internal specialists and supervising staff.
- The position is required to maintain professional relationships with all parties they interact with.

### **Management Skills**

- Ability to work autonomously, to manage time, set priorities, and plan and organise own work.
- Self-motivated and self-directed work style.
- Ability to manage projects to deliver agreed priorities against set deadlines.

### **Application Requirements**

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

### **Key Selection Criteria**

- Demonstrated ability to support processes that involve laws and regulations, community or customer engagement, and coordination with specialists.
- Tertiary qualification in a property or legal related field and/or experience in a property management related discipline, project management or relevant property experience in a Local Government property environment.
- Knowledge of, or ability to implement the relevant sections of the Local Government Act 1989 and 2020 as they relate to road discontinuances, and relevant property law.

- Knowledge and or experience of the statutory and community engagement requirements required regarding the sale and discontinuance of rights of way and roadways.
- Experience in the preparation of property reports for Council or other purposes.
- The ability to work on multiple projects and prioritize tasks in a time sensitive manner.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms			
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.			
<b>Standing</b> Tasks involve standing in an upright position			
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height			
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects			
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body			
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.			
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence			

**Any other relevant comments:**