

Position Description

Position title:	Property Officer – Assets
Directorate:	Infrastructure and Property
Service Unit:	Property and Facilities
Reports to:	Asset Management Coordinator – Property
Direct reports:	Nil
Salary point:	12
Work location:	City Administration Centre, 12 Stewart Avenue
Date revised:	August 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Property & Facilities?

We are a large team of 120+ staff members who provide a diverse range of services to the community, including Property Services, Building Trades and Facilities Management. Our focus is on providing facilities to our residents and visitors that are safe, fit for purpose and customer focused. As a member of our team you will be encouraged to bring fresh ideas to improve business processes and practices.

What's the focus of this position?

Through a variety of administrative, reporting and finance-related duties, you will be immersed in what is a fast-paced and challenging role coordinating road asset acquisitions and disposals, road occupation consents, maintaining City of Newcastle's (CN) land register and assisting with other strategic property transactions.

What you'll be doing:

- Coordinate the acquisition and disposal of CN road assets and assist in small-scale acquisition and disposal of CN land and building assets
- Coordinate plans of subdivision and easements, right of carriage ways and road widening on CN land
- Manage the granting of consents for occupation over, in or under road reserves
- Contract administration including but not limited to rent reviews, managing insurance obligations, collection of rent and arrears management for road reserve consent
- Administration of CN's Land Register – including liaison with Legal Services and GIS to ensure accuracy
- Provide instruction to Legal Services on minor property related matters to establish appropriate legal agreements between CN and applicants/developers
- Conduct investigations of land to determine history, ownership and property rights including road status investigations
- Establish and maintain strong and positive relationships with all external suppliers and consultants including procurement of services and contract management
- Annual budget preparation and reforecasting for quarterly and monthly reviews
- Monthly reporting including general issues, work in progress and financial analysis
- Continuous improvement of all areas of service provision
- Reviewing and maintaining processes and procedures to effectively administer the role
- Any other accountabilities or duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- A degree or professional qualifications in a relevant field including property, land management, conveyancing, surveying or related discipline
- Demonstrated experience in the interpretation of property related documents – including, but not limited to, survey plans, deposited plans, easement instruments, cadastral, design and engineering plans; and lease, licence, deed and legal agreements
- Demonstrated capacity to problem solve, work independently and exercise initiative, judgement and discretion
- Demonstrated ability to plan, prioritise and organise own work, considering the impact on others to achieve results to meet deadlines
- Strong interpersonal and relationship management skills
- Strong proficiency of the Microsoft Office Suite and corporate information systems
- Ability to understand and implement corporate policies, procedures and systems relevant to the position
- Experience in the use of financial systems and budget management
- Class C driver's licence

Other valuable skills you may have:

- Demonstrated working knowledge of the legislative framework within which the City operates – including, but not limited to:
 - Local Government Act and Regulation;
 - Crown Land Management Act 2016;
 - Roads Act 1993; and



- Demonstrated working knowledge of valuation, conveyancing and property market principles and practices

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	