

## Senior Land Dealings Officer

<b>Division</b>	Infrastructure Planning	<b>Department</b>	Property and Commercial Services
<b>Reports To</b>	Property Transactions Coordinator	<b>Direct Reports</b>	No

### Position Purpose

This position will undertake a range of land dealings activities in accordance with legislative requirements and act as a point of contact for related matters.

### Key Responsibilities and Outcomes

#### Operational

As a Senior Land Dealings Officer you will:

- Provide advice and act as point of contact for land dealings related to Council's property portfolio in accordance with legislative requirements, undertaking research as required.
- Prepare property dealings documentation, including Department of Resources forms, contracts of sale, commercial and retail leases, licences, consents, agreements and easements and the related lodgments and registrations.
- Undertake the compulsory acquisition of land process in accordance with the requirements of the *Acquisition of Land Act 1967*.
- Respond to property dealings related enquiries and prepare any associated correspondence, briefings and reports.
- Proactively identify service improvement opportunities and instigate the development and review of Department processes and precedents to achieve same.
- Maintain and develop strong relationships with internal and external stakeholders to ensure service delivery outcomes are consistently achieved.
- Contribute to a positive team environment to achieve a high performance, continually improving and customer focused culture.

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

### Decision Making

**Budget** - Nil

**Delegations** - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.



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ENJOY A VIBRANT LIFESTYLE**

### Knowledge & Experience

- Detailed knowledge of the Acquisition of Land Act, Land Act, Local Government Act & Regulations, Land Titles Act, Planning Act & Regulations and Duties Act (all QLD)
- Detailed knowledge of the interpretation and enforcement of relevant legislation and industry standards relating to Council's commercial and residential property portfolio.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Strong negotiation and conflict resolution skills.
- Highly developed people and relationship skills with demonstrated ability to work in a team environment
- Considerable experience in building relationships and providing detailed property advice to internal and external stakeholders.

### Qualifications

- Degree in law, property, valuation, property economics or equivalent.
- Current C class driver's licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*