

Position Description

Position Title:	Technical Officer - Property Services
Position Number:	CEO055
Department:	Property Services
Reports To:	Team Leader - Land Dealings
Supervises	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Property Services Department manages the Council's commercial property portfolio and Regional Leisure Venues. The department seeks to maximise commercial returns to the Council through the acquisition, leasing, and disposal of properties, and management of assets including Aerodromes, public swimming pools, the Queensland State Equestrian Centre, Redcliffe Entertainment Centre, Morayfield Sport and Events Centre, and caravan parks. The Department employs approximately 65 positions and manages an annual operational budget of approximately \$21M, with revenues in excess of \$10m.

Position Purpose

The Technical Officer - Property Services is required to undertake a range of land dealing activities and provide technical advice to support the operations of the department. The role involves undertaking such activities as:

- Strategic acquisitions and resumptions
- Conveyancing
- Trustee leases
- Licences
- Telecommunications infrastructure lease negotiations
- Infrastructure easement negotiation and registration

Specific Responsibilities

Description
Provide technical advice and act as a point of contact for land dealings in accordance with policy, procedure and legislation.
Undertake document preparation and lodgement and registration processes associated with State Government Departments.
Liaise with external stakeholders and consultants in relation to land dealings, including notices of intention to resume, commercial and retail leases, licences, consents and easements.
Undertake compulsory acquisition processes, including the preparation of resumption notices and liaising and negotiating with landowners and stakeholders.
Liaise with internal stakeholders regarding the use of Council owned or controlled properties, respond to property related enquiries and prepare associated correspondence, briefings and reports.
Deliver high levels of customer service through the provision of appropriate, timely and professional departmental responses.
Liaise with external government agencies regarding Council land dealing matters.
Prepare various property dealing documents including commercial and retail leases, licences, consents and easements.
Prepare contracts of sale and undertake settlement of Council acquisitions and disposals.



Work location

The role is based in the MBRC Strathpine Administration Building.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Knowledge, Experience, Qualifications and Attributes

- Detailed knowledge and understanding of relevant legislation relating to property acquisition, disposal, leasing, infrastructure easements and rental.
- Demonstrated relevant experience in a similar role, or a role requiring a similar skill set.
- Well developed and demonstrated people and relationship skills with a proven ability to work in a team environment, and to contribute to a positive work environment with a strong focus on the provision of quality customer service.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Tertiary qualification in law, property or another relevant field.
- Current C class driver's licence

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____