

## Community Leasing Officer

### Position Description

<b>Directorate</b>	Community and Environmental Services	<b>Department</b>	Department
<b>Reports To</b>	Team Leader Community Leasing	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 3

#### Position Purpose

This position will work closely with community organisations and a range of stakeholders to facilitate the preparation, review and ongoing management of land tenure arrangements between Council and community organisations to ensure sustainable and effective utilisation of community facilities.

#### Key Responsibilities and Outcomes

As a Community Leasing Officer, you will:

- Facilitate the development of a range of documentation to enable the negotiation, preparation review and ongoing management of new, and renewal of existing land leasing arrangements between Council and community organisations.
- Provide advice and guidance to community organisations and internal stakeholders on a range of land tenure matters, including the provisions of Council's Community Leasing Policy, specific land tenure agreements and established business processes to ensure quality service delivery outcomes.
- Monitor leasing arrangements between Council and community organisations ensuring compliance with relevant tenure provisions, utilisation in accordance with permitted uses and appropriate levels of use and activation for community purposes.
- Prepare a range of high-quality briefing notes, Council reports, presentations and other business documentation as required.
- Contribute towards the ongoing development and implementation of business processes and resources, including but not limited to website content, work instructions, forms, and reference material.

## Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

## Decision Making

*Budget*

N/A

*Delegations*

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

## Knowledge & Experience

- Comprehensive knowledge and experience of land administration practices, including land leasing arrangements, and the ability to understand and apply Council's Community Leasing Policy.
- Experience in reading and interpreting contracts, permits, leases and land titles office documents.
- Well-developed written communication skills, and a demonstrated ability to prepare high-quality business documentation, including but not limited to: reports; briefing notes; presentations; and land leasing documentation.
- High attention to detail in assessing applications and monitoring performance of tenure agreements.
- Well-developed time management skills to achieve efficiency and effectiveness in managing workload, priorities, and meeting deadlines.
- Well-developed interpersonal skills with a strong focus on quality customer service and relationship building with a diverse suite of stakeholders.
- Well developed written communication.

## Qualifications

- Tertiary qualification in relevant field and/or experience in land tenure or community facilities management would be highly regarded.
- Current "C" Class Driver's Licence.

*Note: 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.*