

Principal Property Officer

Position Description

Directorate	Infrastructure Planning	Department	Property and Commercial Services
Reports To	Property Advisory Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 7

Position Purpose

This position will provide leadership, direction and support delivery of Council's property and land dealing activities in accordance with legislative requirements, providing technical support in relation to Council's Infrastructure projects and property portfolio. In addition to being a technical lead responsible for their own property matters, a key aspect of the role is to support the Property Advisory Manager by monitoring and advancing team workflow to the point of approval and escalation. The role will also act as a key point of contact for related matters.

Key Responsibilities and Outcomes

As a Principal Property Officer and member of the Property and Commercial Services you will:

- Direct and support day-to-day team operations by liaising with team members in relation to their matters, track deadlines, and complete necessary reporting.
- Provide leadership and direction to team members to ensure output of the team is technically correct and process compliant.
- Provide detailed technical advice and act as point of contact for property and land matters related to Council's property portfolio in accordance with legislative requirements, undertaking research as required on sensitive and complex matters.
- Manage the property and land matter documentation process, including Department of Resources forms, contracts of sale, commercial and retail leases, licences, consents, agreements and easements and the related lodgements and registrations.
- Undertake highest and best use options analysis; value appraisals, feasibility assessments; business cases and property due-diligence investigations; and prepare associated correspondence, briefings and reports.
- Engage and manage consultants to deliver investigations and reporting relating to property and strategic property matters.
- Undertake commercial negotiations and also the compulsory acquisition of land process in accordance with the requirements of the Acquisition of Land Act 1967, negotiating positive commercial outcomes for Council.

- Respond to sensitive and complex 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.
- Build and maintain strong relationships with internal and external stakeholders to ensure service delivery outcomes are consistently achieved.
- Provide support and mentoring to the team to achieve a high performance, continually improving and customer focused culture.

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 leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making	
<i>Budget</i>	\$5,000
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

- Knowledge & Experience**
- Demonstrated strong property knowledge and experience in driving commercial outcomes.
 - Detailed knowledge of the interpretation and enforcement of relevant legislation and industry standards relating to Council's commercial and residential property portfolio.
 - Applied knowledge of Queensland's property legislation, including, the Acquisition of Land Act 1967, Land Act 1994, Local Government Act 2009 & Regulations, Land Title Act 1994, Planning Act 2016 & Regulations and Duties Act 2001.
 - Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
 - Demonstrated strong negotiation and conflict resolution skills in dealing with complex and sensitive property dealings.
 - Demonstrated strong report writing and presentation skills.
 - Highly developed people and relationship skills with demonstrated ability to work in a team environment.
 - Extensive experience in building relationships and providing detailed property advice to internal and external stakeholders.

- Qualifications**
- Degree in valuation, property economics, commerce, law or finance or extensive experience in a similar role.
 - 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.