

# POSITION DESCRIPTION

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|-------------------------------|--------------------------------------------|
| <b>Position:</b>              | <b>PROPERTY OFFICER</b>                    |
| <b>Employment Status:</b>     | Part Time (0.6 FTE)                        |
| <b>Position number:</b>       | 1314                                       |
| <b>Directorate:</b>           | Infrastructure and Development             |
| <b>Unit:</b>                  | Parks, Recreation and Community Facilities |
| <b>Classification:</b>        | Band 6                                     |
| <b>Date adopted/reviewed:</b> | 20/3/2025                                  |
| <b>Document number:</b>       | DOC/25/6113                                |

## THE UNIT

The Parks, Recreation and Community Facilities Unit incorporates the Parks and Gardens, Active Communities, Building Projects and Property Portfolio teams. The unit focuses on developing and maintaining Council assets and infrastructure to ensure an active and sustainable future for the community.

## POSITION OBJECTIVES

- To effectively co-ordinate, supervise and administer asset management and maintenance of Council's building assets in line with Building Asset Management Plan, for commercial licensed and leased properties and non-Council Leased Buildings.
- To assist with contract management and support to the commercial or business owners and or operators.
- To oversee maintenance requirements for commercial licensed and leased properties and non-Council Leased Buildings.
- To oversee renewal or upgrade projects for commercial licensed and leased properties and non-Council Leased Buildings.

## KEY RESPONSIBILITIES AND DUTIES

- Assist in maintenance programs in liaison with the relevant Council departments and building tenants.
- Co-ordinate and supervise the carrying out of reactive building maintenance tasks and resolve customer requests related to building maintenance for commercial licensed and leased properties and non-Council Leased Buildings.
- Maintain accurate records on works undertaken including the processing of requests, quotes, invoices, accounts and contract payments.
- Provide sustained effective and timely customer service.
- Monitor projects and works expenditure to ensure that final costs are within budget constraints.
- Ensure all appropriate actions are taken to implement occupational health and safety policies and practices, procedures and legislative requirements.

- Provide support and assistance to the Property Portfolio Coordinator as required.
- Liaise with other parts of Council to ensure proper management and maintenance of properties.
- Assist with contract management for the Maldon Caravan Park, to include (but not limited to) the management of the care-takers contract.
- Main Council liaison for all enquiries and responsibilities with regards to the Maldon Caravan Park.
- Oversee procurement for any maintenance works for leased and licensed buildings, along with procurement related to the management of the Maldon Caravan Park.
- Assist the Property Portfolio Coordinator with issuing and renewal of property leases and licenses.
- Assist the Property Portfolio Coordinator with property management.

## OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Property Portfolio Coordinator

Supervises: Nil

Internal liaisons: Council Staff

External liaisons: Tenants of Council buildings, contractors, members of the public, rate payers, community groups, manufacturers and suppliers, service authorities.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regular clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Formal input into policy development within the Property and Buildings area of expertise and/or management.

## JUDGEMENT AND DECISION MAKING

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

## SPECIALIST SKILLS AND KNOWLEDGE

- Ability to problem solve and streamline work.
- Capacity to successfully manage a number of projects and tasks simultaneously.
- Contract management skills.
- Project management skills.
- Ability to work independently using sound judgement skills.
- Strong customer relationship skills.
- Demonstrated understanding of long-term unit goals and practice of unit and wider organisation
- An understanding of the long-term goals of the Property and Buildings Units and of the relevant policies of both the units and the wider organisation.
- Familiarity with budgeting and relevant accounting financial procedures.
- Proficient in the use of computer software including Microsoft office suite.

## MANAGEMENT SKILLS

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

## INTERPERSONAL SKILLS

- Ability to demonstrate and display the organisations values and behaviours.
- Ability to provide excellent customer service.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees within the organisation to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.

## QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in property management, project management, building management and or similar discipline.

## CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

## DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQA+ community and people of Aboriginal and Torres Strait Island descent.

## INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

## INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

## ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

## KEY SELECTION CRITERIA

- Demonstrate strong planning, organising and problem-solving skills, including and not limited to managing time, and setting priorities to achieve specific goals in the efficient manner.
- Highly developed interpersonal skills: with the ability to work cooperatively and positively in a sensitive and confidential environment.
- A strong customer service focus and ability to interact and consult with managers, staff, contractors and volunteers in a team environment.
- Experience in managing contracts and coordinating maintenance repairs.
- Experience in successfully delivering projects.
- Sound verbal and written communication skills with proven skills in quality report writing and preparation of internal and external correspondence.
- Proficient in the use of computer software including Microsoft Office suite and software associated with property administration.