



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ASSISTANT PROPERTY OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 15, 2023
CLASSIFICATION:	MOA LEVEL 4
DEPARTMENT / DIVISION:	CITY DEVELOPMENT / STRATEGIC DEVELOPMENT PROJECTS
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER PROPERTY
DIRECT REPORTS:	NIL
POSITION NUMBER:	NEW

POSITION OBJECTIVES:	- To provide a corporate contact point for internal and external customers in all matters relating to property. - To support Property staff with the provision of an efficient property management service for Council. - To maintain corporate administrative systems including, correspondence, meeting organisation and reporting requirements. - Provide support to Property staff for Dataworks, Pathway, Finance One and Microsoft Office programs as required. - Assist in the management of Council's lease/licences on Community Land or Council owned land and authorisations/permits on Road and Road Reserves. - Assist in preparation of all documentation and reports required to administer the divisions responsibilities. - To assist in the administration of the legal administrative processes under the Local Government Act 1999 in relation to all of Council's land and buildings.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully

	• Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	• Prepare leases and other agreements in accordance with templates and information provided by Property staff. • Gather information required to assist the Property Division such as overhead plans, research of property data, lease information and other required information to assist in the preparation of reports and other documentation to facilitate property matters. • Support Team Leader Property and undertake special projects and research as directed. • Assist in preparation of documentation as requested by Team Leader Property. • Assist in the response to general property queries to internal and external stakeholders and customers in relation to Council's property holdings. • Assist staff in the management of contracts with contractors and consultants engaged by Council and as directed by Team Leader Property. • Assist in the maintenance of Council's Community Land Register. • Undertake research to contribute towards special projects as directed. • Maintain and update property systems and databases in consultation with Property Officer and Team Leader. • Assist in the administration of Council's lease/licences on Community Land or Council owned land and authorisations/permits on Road and Road Reserves • Schedule and receipt all rental payments in pathway. • Arrange purchase orders and process invoices for payment. • Arrange recovery of costs as directed by Team Leader Property. • Assist in the monitoring of rent recovery and advise Property staff of any debtors in arrears. • Assist with Council's land acquisition and disposal program processes. • Assist in the administration of the legal administrative processes under the Local Government Act 1999 in relation to all of Council's land and buildings.

	Other property and administration functions as directed by Team Leader Property.
WHS RESPONSIBILITIES:	- Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. - Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. - Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. - Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. - Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. - Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	- To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. - To manage all Corporate Records in accordance with required procedures. - Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing.
ESSENTIAL SELECTION CRITERIA:	- Sound written and verbal communications skills. - Ability to work effectively under general supervision and direction. - Prepared to take responsibility and use initiative. - Ability to exercise and apply time management skills and manage work priorities. - Competent use of computers and associated software. - A current drivers licence.
DESIRABLE SELECTION CRITERIA:	- Knowledge of Local Government structures and procedures - Knowledge of Legislation applicable to the Division including but not limited to; - Local Government Act 1999, in particular Chapter 11 - SA Land Acquisitions Act - Residential Tenancies Act - Retail and Commercial Leases Act - Roads (Opening and Closing) Act - Liquor Licencing Act - Associations Incorporation Act - Knowledge of Property Conveyancing procedures
SPECIAL CONDITIONS:	- Some work after hours will be required. - Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities.

EXTENT OF AUTHORITY:

- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:**SIGNATURE:****DATE:**