



POSITION DESCRIPTION

Organisational Strategic Direction

Holroyd City Council has established a set of plans that outline the long-term vision for the future of our city, which has been created in partnership with our community. The Living Holroyd Community Strategic Plan provides the core vision for Holroyd's future and the key community outcomes that form the basis of Council's planning. The Delivery Program (incorporating Council's Annual Operational Plan) establishes a rolling program of actions and priorities outlining how Council will work toward delivering the strategies contained within the Community Strategic Plan. It is these plans that drive our organisation and all staff have a responsibility in understanding that each program, each service and each decision identified in the Operational Plan is linked to the actions of the Delivery Program which in turn respond to the outcomes and strategies of the Living Holroyd community Strategic Plan.

Position Title: Property Coordinator (Fixed Term – 36 Month Contract)

Location: Council Administration Building, 16 Memorial Avenue, Merrylands

Position Number	TBA
Grade	17
Reports To	Manager of Administrative Services
Division	Corporate & Financial Services
Hours	70 per fortnight
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	Nil

Position Purpose

The purpose of this position is to assist the Director of Corporate & Financial Services and Manager of Administrative Services with property management functions of Council. The position provides quality assistance to the Manager of Administrative Services in facilitating all functions required to manage Council's property portfolio including, but not limited to, lease negotiation and renewals, land acquisitions and land disposal.

1. Selection Criteria

Essential Criteria:

- 1.1 Tertiary qualifications in asset / property management or a related discipline
- 1.2 Proven experience in the development and preparation of leases, licences and other tenure documentation including procurement and contract supervision
- 1.3 Demonstrated experience in areas of property disposal and acquisitions
- 1.4 Proven experience in the development of property strategies
- 1.5 Sound written communication skills including the ability to prepare correspondence, reports and submissions
- 1.6 Sound verbal communication skills and ability to work successfully as part of a team
- 1.7 Proven research, organisational, negotiation, interpersonal, communication and reporting skills
- 1.8 Experience in Microsoft suite of products, computerised records and databases
- 1.9 Ability to meet deadlines and capacity to coordinate a number of complex projects concurrently
- 1.10 Class C Driver's Licence

Desirable Criteria:

- 1.11 Working knowledge of Local Government Act 1993 and other relevant legislation
- 1.12 Previous experience with Local Government real estate transactions including, but not limited to, road closures, land transfers, easements and rights of way.

2. Key Relationships

Works closely with the Director of Corporate & Financial Services and Manager of Administrative Services to manage and resolve property related issues. Develops good working relationships with Senior Management Team and Managers within and outside the CFS Department to undertake the functions of the Property Section. Liaise with Council's property consultants, including legal advisers, valuers, project managers, planners, planning consultants, community groups, tenants, lessees, ratepayers, etc.

3. Management Values

3.1 Self Leadership

- Recognise own strengths and limitations
- Be aware of their impact on others
- Manage self including 'the art of delegation'

3.2 Teamwork

- Recognise individual strengths
- Foster collaboration and alignment to a common purpose
- Recognise and celebrate individual /Team achievements

3.3 Effective Communication

- Demonstrate effective communication processes
- Encourage others to participate in open conversation
- Resolve conflicts to achieve desired outcomes

3.4 Coaching

- Create an environment that encourages 'best possible' performance
- Provide constructive feedback

- To draw out the potential in others

3.5 Adaptability to Change

- Challenge the status quo
- Respond to challenges and opportunities
- Appreciate and act on self and others responses to change

4. Principal Responsibilities

4.1 Property Management

- Undertake a full range of commercially accepted property management functions in respect of Council's diverse rental portfolio and land (community, operational, Crown) including:
 - Tenant marketing, identification and selection
 - Lease / licence negotiations (both new and renewal)
 - Invoicing and outgoings recoupment
 - Preparation of draft financial reports
 - Instruction and liaison with industry professionals
- Undertake all administrative processes and procedures associated with property transactions including but not limited to, acquisitions, disposals, leasing, road closures, easements, caveats, etc.
- Administer outdoor dining activities / occupation agreements
- Provide a high level of professional property management services to internal customers, including but not limited to:
 - Advice concerning potential renewal, acquisition or disposal of Council owned assets
 - Technical advice toward medium and long term strategic direction of Council owned assets through valuation, feasibility and risk analysis
 - Advice concerning the feasibility of potential Council related property projects
- Administration and maintenance of Council's electronic property leasing database and land register
- Prepare comprehensive correspondence (business cases, reports, letters, memos, etc) in respect of property matters
- Contribute to and/or implement property related projects as required
- Assist the Manager of Administrative Services in the efficient day to day operation of all property related activities
- Completion of other administrative tasks as directed

5. Risk Management

Worker Risk Responsibilities

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

6. Work Health Safety

Worker WHS Responsibilities

- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
- Participate and assist in achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace
- Attend all relevant safety training and information sessions provided.

7. Energy & Water Commitment Statement

Employees Responsibilities

Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

8. Child Related Position

Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

9. Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

10. Signatories

I agree this position description accurately reflects the duties and responsibilities of my role:

Name:

Sign: _____

Date:

Managers Name: Patricia Krzeminski

Sign: _____

Date: