



## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Property Officer	<b>Level</b>	5
<b>Service Unit</b>	Asset Management	<b>Position no.</b>	00613
<b>Directorate</b>	Infrastructure Services	<b>Date Effective</b>	July 2007
<b>Reporting to</b>	Coordinator Property Management	<b>Date Updated</b>	June 2026

### 2. KEY OBJECTIVES

- Support implementation and review of the City's Property Management Framework.
- Support, and undertake as directed, the development and administration of the City's tenure arrangements for City buildings, infrastructure and freehold land, and Crown land managed by the City.
- Undertake contract, project and financial management responsibilities to ensure tenure arrangements and commercial agreements requirements are met.
- Provide advice and liaise with internal and external stakeholders on tenure arrangements and associated responsibilities.
- Provide administrative and operational support to the Coordinator Property Management and the Manager Asset Management.

### 3. KEY ACCOUNTABILITIES

- Ensure administrative systems and processes for the day-to-day operation of the Property Management sub-unit are completed in a pro-active and efficient manner.
- Ensure all work is undertaken to a high standard in accordance with the City's strategies, plans including the annual business plan, protocols, ISO 9001, procedures and adopted practices, budgets and relevant legislation.
- Ensure all transactions are undertaken in accordance with the City's purchasing protocols and practices.
- Ensure prompt capture of corporate information and documentation in accordance with the City's record keeping system, property management system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant Protocols and Procedures.
- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support City safety systems

## 4. KEY ACTIVITIES

### ACTIVITIES

#### **Outcome: Tenure Arrangements**

- Assist with the implementation of the Property Management Framework.
- Assist in the preparation and administration of City tenure arrangements including, but not limited to, legal processes, agreements to lease, leases, sub-leases, licences, land disposals and deeds of variation, across all property categories.
- Monitor compliance of property management agreements, actions to be addressed and reporting requirements.
- Liaise with lessees and user groups in respect to property related matters.
- Complete annual property inspections and organise any necessary maintenance works and other required actions.
- Undertake annual rent review processes in accordance with tenure conditions and prescribed timeframes.
- Facilitate the timely execution of legal documents associated with property transactions.
- Under direction liaise with solicitors, surveyors and licensed valuers on property related matters.

#### **Outcome: Financial Management**

- Support and undertake as directed, financial analysis and management of the City's tenure arrangements and commercial agreements and related financial processes including, but not limited to, funding agreements, on-costings, debt management and grant management.
- Arrange and assess quotes for works to be undertaken by consultants and contractors.
- Undertake invoicing of utility and work on costing in accordance with tenure conditions and prescribed timeframes, in liaison with financial analysts.
- Oversee the requisitioning and receipting of goods and services.
- Support annual operational and capital budget development and reporting processes.

#### **Outcome: Project and Contract Management**

- Undertake, report on and deliver projects in accordance with City contract management requirements, agreed project plan and budget.
- Support the delivery of business unit projects.
- Consult with key stakeholders as part of City's decision-making processes.

#### **Outcome: Administration**

- Ensure that the administrative systems and processes for the day-to-day operation of the Property Management sub-unit are completed in a pro-active and efficient manner.
- Maintain the City's Property Management System, including data maintenance, document management requirements and provision of reporting and analysis.
- Liaise with internal business units to achieve effective outcomes in relation to property matters for the benefit of the City and the lessees and users of its buildings.
- Prepare correspondence as required relating to property matters.

- Research property related information and assist with the preparation of appropriate reports such as position papers, discussion papers, Council reports and Executive Leadership Team Reports as required.
- Support the preparation of legal documentation.
- Support and undertake as directed, statutory, regulatory and financial reporting of the business unit.
- Support data capture and inventory maintenance of the City's Asset Management Systems Works and Assets.
- Support the development, improvement and implementation of business systems, practices, processes, reporting interfaces and tools and services.
- Assist with administration duties for the Asset Management business unit including, but not limited to, the raising and processing of works orders and purchase orders and internal and external responses.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

## **5. WORK RELATED REQUIREMENTS**

### **Highly Developed Skills:**

- Written and verbal communication, with ability to analyse data and prepare concise reports.
- Interpersonal, conflict resolution and negotiation.
- Organisational and time management, with proven ability to effectively prioritise multiple tasks to meet deadlines and achieve required outcomes.
- Financial relating to asset accounting, budgeting and reporting.
- Computer skills including information management systems.

### **Working Knowledge:**

- Strategic and operational property management, land management, property legislation, legal processes and property valuation principles.
- Statutory and financial asset management requirements, standards and regulations.
- Local government and relevant state government administrative procedures.
- Roles of external government/authority functions and impacts.
- Tendering, general conditions of contract and specification writing.
- Relevant document management systems and their relationships with corporate systems, financial processes, asset inventories and associated reporting and field technology.
- Work, Health and Safety legislation.

### **Demonstrated Experience:**

- Preparation and on-going management of tenure arrangements for commercial and non-commercial properties.
- Liaising with current and potential lessees to manage tenure application processes.
- Undertaking building inspections and reporting and resolving building maintenance and facility management issues.
- Undertaking financial management aspects of property management, such as rental calculations and rent reviews.
- Maintaining property, financial and corporate information and reporting systems.
- Writing detailed reports for executive management level decision making.

- Developing and implementing property management processes / standards.

**Qualifications:**

- Relevant property management related qualification and/or equivalent relevant experience.
- Current WA 'C' Class Drivers' Licence.

**6. EXTENT OF AUTHORITY**

- Freedom to act governed by clear objectives and/or budget constraints.
- Required to set outcomes within defined constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.
- Exercise judgement and/or contribute knowledge and skills where procedures are not clearly defined.

**7. WORKING RELATIONSHIPS**

- **Level of supervision:** Works under general direction.

**Internal**

- Infrastructure Services Directorate
- Corporate Services Directorate
- Planning and Community Development Directorate
- Governance and Strategy Directorate
- Economic Development and Advocacy Services

**External**

- City lessees and licences
- Contractors and consultants
- Residents and community users / groups
- Commercial operators
- Government authorities and regulatory agencies

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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