



POSITION DESCRIPTION

Position:	Property Officer Temporary Full-Time or Part-Time, Fixed Term for 6 Months
Enterprise Agreement Classification:	Band 6 (Colac Otway Shire Council Enterprise Agreement No.10 2025)
Division:	Corporate Services
Department:	Property, Procurement and Contracts
Reports to:	Manager Property, Procurement and Contracts
Approved By:	General Manager Corporate Services
Date Approved:	September 2026

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- We are *supportive, inclusive and respectful*
- We take a *positive* approach to our work
- We commit to *safe work* practices
- We are *accountable and proactive*
- We act with *integrity*
- We *communicate* effectively
- We are *flexible and progressive*

Position Objectives

To ensure that Council has:

- An understanding of the full extent of its property assets and their role in supporting the delivery of Council's agreed services.
- Property use agreements in place for all properties not directly used by Council, including leases, licences and tenancy agreements.
- Appropriate professional in-house advice and support to undertake compliant and effective processes with respect to the acquisition, use and sale of its properties including land and buildings.
- A central point of contact for property users to liaise with when issues arise with respect to leases, licences and user agreements.



PART A	
Key Responsibilities	Expected Outcomes
Property Management - Assist with the provision and verification of property occupancy data for all relevant areas of the organisation. - Undertake on behalf of Council the administration of processes to acquire, lease, licence, sell or transfer properties to ensure Council complies with all legislation, regulations and guidelines with respect to the management and administration of Council's property. - Provide professional expertise and advice to various internal stakeholders to ensure the interests of Council are optimised when properties are acquired, sold, or occupied by others. - Provide professional expertise and advice to the organisation with respect to Council's opportunities and obligations where it has been appointed as Committee of Management on behalf of the Crown.\ - Review policies and procedures relating to the acquisition, leasing, licencing and disposal of Council property assets. - Administer agreements, leases and contracts with respect to Council owned and managed properties, ensuring that financial and non-financial obligations of Council and occupants are fulfilled. - Ensure Council's Land and Lease Registers are current and meet legislative requirements. - Ensure that matters reported by tenants and property users are incorporated into the development of Council's budgets. - Source external expert advice where needed to assist service managers and others to make decisions with respect to properties relating to their service responsibilities.	- Property data is detailed, accurate, maintained and available in Council's enterprise system. - Council meets its obligations as a landlord. - Council's tenants and property users are provided clear and consistent advice with respect to their obligations. - Council is proactive in identifying issues with leases, licences and use agreements and addresses them in a respectful manner that achieve win-win outcomes where possible. - Acquisition, sale, leasing, licensing and other occupancy arrangements are managed in a coordinated and strategic manner. - Administration of Council's property is optimised. - Policies and procedures are reviewed in collaboration with other parts of the organisation to ensure outcomes align to Council's strategic direction. - Appropriate agreements are in place for the use of all Council owned and managed property assets and future agreements or renewal of agreements are planned in advance to ensure issues are not on critical paths. - Council's Land and Lease Registers are current, meet all legislative requirements and include, but are not limited to, details of the parties, rents and all pertinent dates in relation to terminations, options and rent reviews.



PART B

Classification Criteria

Accountability and Extent of Authority

The position is authorised/responsible for the following:

- To assist with the management and strategic planning of Council's assets.
- Provide assistance to the Manager of Property, Procurement and Contracts with the provision of professional and timely advice in respect to asset management matters to the Executive, management and Council.
- Assistance with activities relevant to:
 - Obtaining advice and organising the preparation of documents for the purchase or sale of Council assets (for which approval of Council has been obtained).
 - Obtaining legal documents with the pertinent terms and conditions, checked for accuracy and completeness against current legislation, for hiring, leasing and licensing of Council properties and facilities.
 - Obtaining acquisition or disposal values in accordance with legislative obligations.
- Provide advice to the Manager Property, Procurement and Contract Management with respect to adherence to project timetables and budgets within the position's control.
- Seeking approval for expenditure on project budget allocations.

Judgement and Decision Making

- Provide assistance to the Manager with regard to interpreting, negotiating and resolving property related matters.
- The position requires an independent worker who is able to work predominantly unsupervised and show initiative in new and unexpected situations, seeking advice from the Manager as required and appropriate.
- The position operates with a level of autonomy and makes day to day decisions to ensure effective management of the property portfolio, seeking guidance and direction as required.

Specialist Skills and Knowledge

- An understanding of the development of property leases, licenses and other property use agreements, as well as appropriate registers.
- Sound database management skills.
- Effective negotiation skills.
- A sound understanding of valuation principles and relevant property related legislative processes in local government.
- Proficiency in the use of a personal computer including word processing, spreadsheet and database software.
- Interpretation/application of relevant procedures, policies and regulations.
- Well-developed research and problem solving skills with an ability to apply innovative approaches to complex and sensitive issues.



PART B

Classification Criteria

Management Skills

- Ability to assist in achieving results in the areas of acquisition and disposal of assets and to provide assistance as required in negotiating lease/licensing agreements.
- Strong organisational and planning skills.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Awareness of and commitment to Occupational Health and Safety and Equal Opportunity principles.
- An ability to set priorities, efficiently manage time to meet deadlines, re-prioritising tasks to work on a number of different tasks simultaneously and respond to immediate needs.
- Undertaking allocated responsibilities and tasks in a professional, timely and proficient manner in accordance with budget allocations.

Interpersonal Skills

- An ability to liaise, negotiate with and gain cooperation of key stakeholders to resolve issues.
- Well-developed conceptual and analytical skills with the ability to evaluate and present a range of options.
- Excellent oral communication skills enabling effective and clear communication with key stakeholders.
- Well-developed written communication skills and experience in the preparation of Council and internal reports, along with external correspondence on matters relating to the position.
- Well-developed change management skills and the ability to proactively assist with the management of change/transition organisation wide.

PART C

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;



PART C

Standard Organisational Responsibilities

- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into TRIM.
- Understand records management obligations and responsibilities.
- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management / Business Continuity

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
- This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.
- Staff will not be seconded into roles that are beyond their existing skill sets.



PART C

Standard Organisational Responsibilities

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.

Key Selection Criteria

- A relevant tertiary qualification or significant experience in management of a diverse property portfolio including administration of leases and licenses and property use agreements.
- Experience in contract documentation and administration relating to management of properties in accordance with legislation and regulation.
- Demonstrated experience in interpreting and applying legislation relevant to the management of publicly-owned property.
- Excellent interpersonal, communication and influencing skills and a demonstrated ability to engage with key stakeholders to gain consensus and drive outcomes.
- Experience in the development of submissions, policies and procedures, strategies and reports.

Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

Employee Name:

Employee

Signature & Date:

Direct Supervisor Name:

Direct Supervisor

Signature & Date: