

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>(Senior) Property Officer</b>	<b>Position Number</b>	<b>2050</b>
<b>Classification:</b>	Level 4 - 5		
<b>Hub:</b>	Innovation	<b>Program Area:</b>	Growth & Development
<b>Reports to:</b>	Manager Property Portfolio		
<b>Direct Reports:</b>	Nil		

### OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

### OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

### ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

### POSITION OBJECTIVE:

The (Senior) Property Officer position is responsible for assisting in the delivery and implementation the City of Darwin's Property Plan 2030 under guidance from the Manager Property Portfolio. The position provides high level project, administration and operational support and subject matter expertise to relevant stakeholders in accordance with City of Darwin Property Portfolio's leases, licences, agreements and permits.



## KEY RESULT AREAS:

### CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES  
Customer Service, Accountability, Respect, Excellence and Solidarity
- Act in accordance with and abide by the City of Darwin's Code of Conduct



### SERVICE DELIVERY

- Undertake the more complex project, administrative and operational tasks associated with the management of the property portfolio, such as but not limited to:-
  - Collection and collation of asset data and information to assist management with system improvements to meet best practices.
  - Assist with preparation of expressions of interest in accordance with City of Darwin procedures and policies.
  - Prepare project plans and deliver projects across the property portfolio.
  - Develop and assist in the development of policies and procedures for the property portfolio.
  - Ensure lessees are complying with all directions and requirements in leases/licences/permits/agreements.
  - Provide high level administration support to Manager Property Portfolio for the acquisition and disposal of Property related matters.
  - Negotiate appropriate leases, licences, permits and other agreements for vacant spaces.
  - Monitor the Property and Car Park Budget and provide monthly budget variance reports as required.
  - Negotiate tenancy agreements/licences/leases with a diverse range of prospective and existing tenants, ensuring fair and equitable terms.
  - Prepare reports, presentations, and recommendations for senior management and Council regarding property matters.
- Actively support the completion of general Property Officer functions including and not limited to: -
  - Administer all property leases, licenses, agreements, and various other permits for the property portfolio.
  - Facilitate / undertake and schedule routine inspections of City of Darwin properties.
  - Complete monthly rent reviews, issue arrears notices in accordance with procedure, check monthly invoices, and report any abnormalities to Manager Property Portfolio.
  - Ensure all information on Property Register is maintained and updated as required to ensure data integrity is maintained at all times.
  - Prepare memo's and covering letters to accompany lease/legal documents to Executive Manager & General Manager, print and issue lease/legal documents as directed.
  - Report, liaise and coordinate building maintenance, make-good or re-fit's in accordance with the situation at hand.
- Foster and maintain effective and professional relationships with all stakeholders, including but not limited to Lessee's, Licensee's, Permit holders and other Government agencies.
- Collaborate with other teams across the organisation to action tasks and effectively support, manage and maintain the Property Portfolio.
- Reconcile authority receipting and assist in bank reconciliation on a regular basis.



### TEAM SUPPORT (People and Capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

### WORKPLACE HEALTH AND SAFETY

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

### POSITION PREREQUISITES

#### Level 4

- Certificate IV Property (Agency Management) or equivalent qualifications and/or a minimum of three (3) years relevant experience
- Ability to obtain a National Police Check
- Possession of a Class C Drivers Licence.

#### Level 5

- Diploma of Property (Agency Management) or equivalent qualifications and/or a minimum of four (4) years relevant experience
- Ability to obtain a National Police Check
- Possession of a Class C Drivers Licence.

APPROVED BY: Emma Struys Date: 5/6/24

**EMMA STRUYS**

Executive Manager Growth and Economic Development



## Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

