# **Position Description**

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| **Position Title** | Senior Property and Contracts Officer |
| **Directorate** | Corporate & Customer Services |
| **Level** | 7/8 |
| **Reports to** | Manager Legal Governance and Property |
| **Responsible for** |  Procurement and Contract Management Officer Property Liaison and Administration Officer [stage 2] |
| **Primary Location** | Margaret River Civic Administration Centre(travel to other locations is required on a regular basis) |

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| **Position Overview** |

Coordinate the operational requirements of the Shire’s Property services and Procurement services, including developing management plans and procedures that support the delivery of the operational plan for the team.

The Senior Property and Contracts Officer will oversee the management and administration of property owned by, or under management orders in favour of, the organisation including sale, leases, licences and land swaps that require liaison with other relevant government agencies, staff, industry stakeholders and community representatives.

The role is also responsible for the procurement, contract formation and contract management functions of the Shire, with a focus on ensuring procurement practices are efficient, legislatively compliant and customer focussed.

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| **Position Responsibilities** |

Property services

* To develop and maintain Shire’s leases and legal agreements.
* Implement the Shire’s Land Asset Optimisation Plan (LAOP), including preparing relevant reports to Council and presenting Council briefings.
* Manage all statutory property dispositions in accordance with Local Government Act requirements, including the preparation of any necessary Council reports.
* Manage all Shire leasing and coordinating any management issues with other relevant business units.
* Negotiate with relevant government agencies, external parties and key stakeholders in respect of all property transactions and land asset management matters.
* Advise other business unit Managers and Coordinators on land assets matters and relevant property law issues.
* Manage the performance and contract compliance of all Commercial Lessees of Shire land.

Local Laws and Legal services

* Review, prepare and enact local laws, including preparing the relevant reports to Council, Minister for Local Government and the Joint Standing Committee on Delegated Legislation.
* To advice on compliance and initiate actions to address any breaches, including prosecutions.
* To investigate and undertake projects as directed and prepare complex reports on legal and property issues.

Procurement services

* Develop and maintain policies pertaining to procurement and contract management.
* Oversee the procurement function to ensure legislative compliance and customer focus.
* Provide direction and advice to the Procurement and Contract Management Officer in relation to procurement processes, contract formation and contract management.
* Provide business units with professional advice on matters in relation to contract formation, negotiation and disputes.
* Oversee the provision of procurement-related reports to Council, ensuring consistency, clarity and legislative compliance.

Human Resources

* Coordinate human resources including:
	+ Undertake recruitment, inductions and mentoring of your team.
	+ Undertake individual and team performance planning, evaluation, training needs analysis and development.
	+ Manage interpersonal issues and grievances for your team, including seeking support from management and HR as required.
	+ Manage, monitor and support health and safety processes relevant to your team, including injury management and return to work processes and performance.
* Coordinate your team to fulfil its quality service and/or work standards.

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| **Position Requirements** |

**Essential**

* + - * Tertiary qualification in Law and/or a minimum of 3 years’ experience leading teams in property management or legal related work.
			* Demonstrated experience in coordinating legal, land or governance services and/ or related project teams, including ability to resolve operational issues.
* Demonstrated leadership experience, including managing team performance to achieve set outcomes.
* Sound understanding of human resources management principles and processes.
	+ - * Extensive knowledge of land transactions and leasing processes and principles.
			* Demonstrated experience in advising on and managing legal agreements, including property related agreements and/or contracts for goods and services.
			* Highly developed communication and interpersonal skills including the ability to provide professional advice to a variety of internal and external stakeholders.
			* Demonstrated ability to research, analyse and investigate legal and compliance issues and provide clear and concise communications, reports, and policies.
* Proficient legal drafting and agreement preparation skills.
* Possess a current Western Australian “C’ class driver’s licence.

**Desirable**

* Admitted to practise Law in Australia.
* Extensive Knowledge of Local Government Legislation including Local laws, Local Government Act and Regulations
* Demonstrated experience in advising on and managing local government governance and internal compliance issues.
* Sound knowledge of Planning principles, Schemes and State and Local Planning processes and policies.
* Knowledge of governance processes and procedures within a local government setting
* Project/Frontline Management or related Certificate.

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| **Key Relationships** |
| **Internal**  | **External** |
| CouncillorsInternal CommitteesExecutive Leadership Team Senior Leadership TeamBusiness Unit StaffAll Shire Staff | Community members and groupsPublic utilities and authoritiesConsultants and other professionalsState and Federal ministers and departmentsAssociations of local governmentLocal governments |

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| **Our Values - The Way We Do Things** |

**Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.

**Integrity** We have the courage to do the right thing and be transparent in our decision making.

**Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.

**Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

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| **Acknowledgement** |
| Incumbent Name | Signature | Date |
| Reporting Officer Position & Name | Signature | Date |