

POSITION DESCRIPTION

POSITION	Land and Property Officer - Casual
Reports to	CEO
Group	Administration
Level	2
Date revised	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To provide efficient business support and management of Brewarrina Aboriginal Land Council land and property resources.

Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

Accountabilities

- Implement policies and procedures to enhance the effective and efficient oversight of Brewarrina Local Aboriginal Land Council's property portfolio
- Management of property, lease and contractual administration functions and leased properties maintenance management programs.
- Provide support to administration arm with respect to day to day operations, accounting and financial activities; service debtor accounts, assist with annual budgeting and cost planning, property inspection reporting, support CEO monitor service expenditure and make recommendations of cost saving measures where possible
- Prepare, coordinate and review communications and written information in the form of reports, briefs, emails and correspondence, to respond to issues and enquiries.

Core Responsibilities

- Maintain relevant and accurate records and database management to ensure all information is correctly and properly stored in line with records management policy.
- Ensure effective and timely response to tenant requests for service and repair functions as approved.

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- Assist CEO with matters relevant to commercial leases, lease renewals, rent reviews, property inspections and attend to other lease matters in a timely and accountable manner
- Support CEO with asset management recording, updating and control.
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

Essential Criteria

1. Relevant qualifications or equivalent relevant experience in property, business, or administration fields
2. Demonstrated experience with Microsoft office suite in daily activities to produce high-quality work, including reports, graphs, tables, calendar management with strong attention to the detail.
3. Proven ability to work productively as a member of a team and contribute to team goals.
4. Well-developed interpersonal skills including excellent communication both written and verbal
5. Current C driver's licence

Desirable Criteria

1. Experience within the property industry, such as commercial land dealings, contract preparation/interpretation, working knowledge of leasing.
2. Experience in operating computer based property management programs

Position Capabilities

CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	INTERMEDIATE
Relationships	Be respectful, inclusive and collaborative in engaging with others	INTERMEDIATE

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CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	INTERMEDIATE
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	INTERMEDIATE

Date agreed:

Employee Name:

Employee Signature
