

Position Description

POSITION	: Statutory Property Officer
REPORTS TO	: Team Leader – Statutory Property
LOCATION	: Alexandra

Primary Objective

To manage Council's portfolio of leases and licences.

To assist with property acquisitions and disposals, road stoppings and legalisations, and with processes associated with land per the provisions of the Reserves Act, Local Government Act, and Public Works Act.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principle Duties and Responsibilities

- To manage Council's portfolio of commercial, grazing, horticultural, community, sporting, and other various leases and licences in a timely and efficient manner in accordance with:
 - Council Policies and Bylaws,
 - The Reserves Act 1977,
 - The Property Law Act 2007,
 - Contract and Commercial Law Act 2017, and,
 - Other legislation as applicable.
- To receive and process applications for new leases and licence.

- To liaise with the cost centre managers to provide advice on annual income and expenditure projections.
- To assist with preliminary enquiries for permissions, consents, and approvals related to Council owned or administered properties.
- To assist the Team Leader with the:
 - Receiving and processing of Road Stopping and Legalisation applications.
 - Acquisition of land, or rights over private land, for public works.
 - Acquisition and/or disposal of land required or previously held for public works.
 - Receiving and processing of applications for easements over Council owned or administered land.
 - Disposal of land required or previously held for public works.
 - Disposal of “abandoned land” in accordance with the provisions of the Rating Act 2002
 - Classification/reclassification, vesting, and revoking of reservations under the Reserves Act 1977.
 - Other duties as required, from time to time.
- To prepare and present reports regarding property matters to Community Boards and Committees of Council as delegated.
- Assist the Property Team with the preparation of annual estimates and monitoring of expenditure and revenue for Council’s cost centres delegated to the Officer.
- To assist the Property Team with day-to-day enquiries and to provide technical support to Team Members if required.
- Undertaking other legal processes as may be required from time to time.
- Have a strong customer focus to build customer relationships, both internal and external

Objectives

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

- Day-to-day enquiries are handled in a timely manner.
- Applications for new leases and licences are processed in a timely and efficient manner in accordance with the provision of the relative legislation and/or resolution.
- Leases and licences are renewed and reviewed are actioned in a timely manner and in accordance with the provisions of the relative lease or licence.
- Rentals, licences fees, and applicable outgoings are invoiced and recovered appropriately.
- Costs are managed and recovered in accordance with the relevant Plan, Policy, Bylaw, or Agreement.
- Cost centre managers are informed of annual income and expenditure projections.

- Land acquisitions and disposals are undertaken in accordance with statutory requirements and good business practice.
- Tasks and project work is completed in a timely and efficient manner.
- Reports that are requested are prepared to an acceptable standard and within the required timeframe.
- Information for Council's Annual Plan, Long Term Plan and Asset Management Plan is prepared and collated efficiently within specified timeframe.
- Useful and timely input is provided into Council's property and facilities tactical and strategy planning.
- Good liaison with other Council teams is demonstrated.

Delegations

Makes decisions within the authority delegated by the Team Leader or Property & Facilities Manager as required.

Position Requirements

Experience/Knowledge

- Ability to read and interpret legislation
- Experience in a property related field
- Ability to draft and review lease and licence agreements
- An understanding of land tenure and status
- Local government knowledge
- Experience and competence with Microsoft word, excel and outlook
- Excellent administration and record keeping skills
- Experience with a finance system for the purpose of raising purchase orders, confirming work for payment
- Legal executive of law related courses of assistance but not mandatory

Specific Skills

- Public relations
- Analytical
- Excellent written and oral communication skills
- Time management/organisational
- Good interpersonal skills
- Confidentiality

- Drivers Licence

Personal Qualities

- Initiative
- Self confidence
- Ability to express ideas clearly
- Ability to work unsupervised
- Well-presented professional image
- Honesty and integrity
- Conscientiousness
- Patience and tact
- Supportive
- Ability to promote the desired image of the Central Otago District Council through good public relations

Relationships

External

The Public
Lessees/Licensees
Valuers
Consultants
Lawyers

Internal

Chief Executive Officer
Group Manager – Planning and Infrastructure
Property and Facilities Manager
Team Leader
Property and Facility Officers
Elected Members
Other Staff