

JOB ROLE STATEMENT

LAND ACQUISITION MANAGER LEVEL 6

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
PORTFOLIO LAND AND PROPERTY SERVICES

POSITION NO VARIOUS

KEY RESPONSIBILITIES

Manage services relating to the compulsory and voluntary acquisition of land for medium to high risk or medium to high valued transport infrastructure projects within agreed timeframes and budgets and in accordance with the relevant State legislation, and provide specialist advice.

KEY DELIVERIES

Land Acquisition

- For medium to high risk or medium to high value transport infrastructure projects:
 - manage the compulsory and voluntary acquisition of land, including instructing specialist consultants, negotiating with land owners and liaising with the instructing legal advisors, within project timeframes and budgets, in accordance with the relevant State legislation
 - manage consultants that provide services to facilitate the compulsory and voluntary acquisition of land
 - manage the formal process relating to the registration of 'Notices of Intention' to Take Land and 'Taking Orders' to ensure land is available in accordance with project time frames
 - manage the issuing of settlement instructions to the State Solicitor's acting as conveyance officers
 - instruct legal teams and specialist consultants and represent Main Roads in disputes, mediation, arbitrations and other legal proceedings that arise from the acquisition of land
 - provide regular land acquisition financial and programme reports to Project Directors, Project Managers and the Principal Land Acquisition Manager
 - facilitate meetings with land owners and attend project meetings to provide specialist land acquisition advice as needed
 - prepare written submissions for obtaining approvals, making recommendations in response to objections lodged by landowners and briefing notes and the like to the Executive and Minister on land acquisition matters
- Provide specialist advice to customers and stakeholders on operational and statutory land acquisition matters including compulsory and voluntary acquisitions and land exchanges.

Leadership and Management

- Participate in the formulation of Branch policy and strategy.
- Participate in the development and implementation of land acquisition strategies, standards and processes to meet operational needs and legislative requirements.
- Provide leadership for projects and in the management of contractors and consultants.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Collaborate with the Regions and relevant Directorates to ensure compliance with required project timeframes and objectives.
- Contribute to maintaining the integrity of Corporate and Branch Systems and data by ensuring the timely and accurate entry of data relevant to land acquisition.

Stakeholder Relationships

- Build and enhance professional relationships with land owners and occupants.
- Consult with State Government agencies, Local Governments and the public on issues impacting land acquisition matters.
- Build and enhance collaborative working relationships across the Transport portfolio Planning Branches and Project Teams to ensure land acquisitions issues are fully considered and best options adopted during the planning, design and delivery stages of a project.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
PRINCIPAL LAND ACQUISITION MANAGER

LEVEL 7

POSITION NO
P0050684

LAND ACQUISITION MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Consultants

Salaried, Wages

up to 10 each

TOTAL

Up to 10 each

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
 - processes involved in the acquisition of land in accordance with the relevant State legislation in a large and complex organisation
 - project/contract management
 - research, analysis and problem solving
 - negotiation and facilitation
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationship
 - written communication, report writing
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Degree in Commerce (Property Valuation).
- Certified Practising Valuer holding a current Land Valuers Licence or eligible to apply for a Land Values Licence.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

15/06/23

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

EXECUTIVE DIRECTOR

DATE

15/06/2023

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER HR BUSINESS

DATE

15/6/2023