



Lands Administration Officer

Branch: Maritime Planning
Directorate: Maritime
Position Number: 00028026
Classification: Level 4
Physical Location: Perth (Victoria Avenue)
Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



COLLABORATION

Working **together**, we get things done.



WELLBEING

Looking after **ourselves** and supporting **others**.



ADAPTABILITY

Always open to **possibilities**.



ACCOUNTABILITY

Taking ownership, we **deliver**.

Overview of the directorate

The Maritime Directorate is responsible for meeting the challenges and maximising the opportunities presented by the vast WA coastline and facilitating the safe and sustainable use of navigable waters. Responsibilities include oceanographic data collection, management of our fragile coastline, strategic coastal planning, design and delivery of recreational and commercial boating infrastructure, management of maritime facilities, management of maritime environmental emergencies, management of operational initiatives and the performance of Harbour Master functions within SPA ports throughout the State. The Directorate promotes the professional development of its staff by encouraging active participation in Maritime emergency activities and inter-directorate projects in line with operational requirements and employee interests. To meet the needs of its customers and balance the competing demands placed on one of the State's greatest assets, the Maritime Directorate actively engages with other State, Commonwealth, and local government authorities, the private sector, and the community. The Directorate is dedicated to the enhancement of the WA coast and safe and sustainable use of navigable waters. A flexible management approach encourages staff to participate in projects across the specialist project areas, offering job diversity in a stimulating and collaborative work environment that prides itself on being supportive and friendly.

Overall purpose of the role

Provides assistance with land assembly and rationalisation for transport projects by formalising land tenure and ownership, including land administration and preparation of registration documentation.

Offers support to the Land Acquisitions and Tenure Team and the Maritime Assets and Commercial Leasing Teams, as well as additional assistance to the Senior Projects Officer in the Department of Transport and Major Infrastructure (DTMI) and the Land Assembly Manager within the Land Acquisitions and Tenure Team of the Transport Portfolio Lands and Property Services Office (TPLPS).

Work description

Land Administration

- Contributes to the Land Acquisitions and Tenure team and the Maritime Assets and Commercial Leasing teams in administering land functions, including providing general advice on land tenure, delivering land and property projects, and preparing land schedules.
- Liaises with specialist technical consultants and contractors to assist in the determination of land requirements and preparation of specific documentation to facilitate land administration and land assembly for transport projects.
- Obtains consents and approvals from relevant parties, including local authorities, government agencies and landowners.
- Contributes to the development of policy, standards, procedures and processes for land access and land assembly matters.

Project Management

- Provides support in the delivery and management of projects.
- Arranges meetings and convenes working groups in the delivery of projects and reports on outcomes and implements actions.
- Undertakes research and prepares project-specific reports on project and land tenure issues.
- Investigates and reports on issues and potential risks related to land and property matters.
- Liaises with contractors, suppliers, and other stakeholders to facilitate the development and delivery of projects.

Other

- Maintains current technical and industry knowledge of land matters.
- Provides accurate and relevant information and advice to others.
- Participates in the preparation of policy and strategy.
- Undertakes tasks, functions and additional training to maintain continuous professional development.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria:

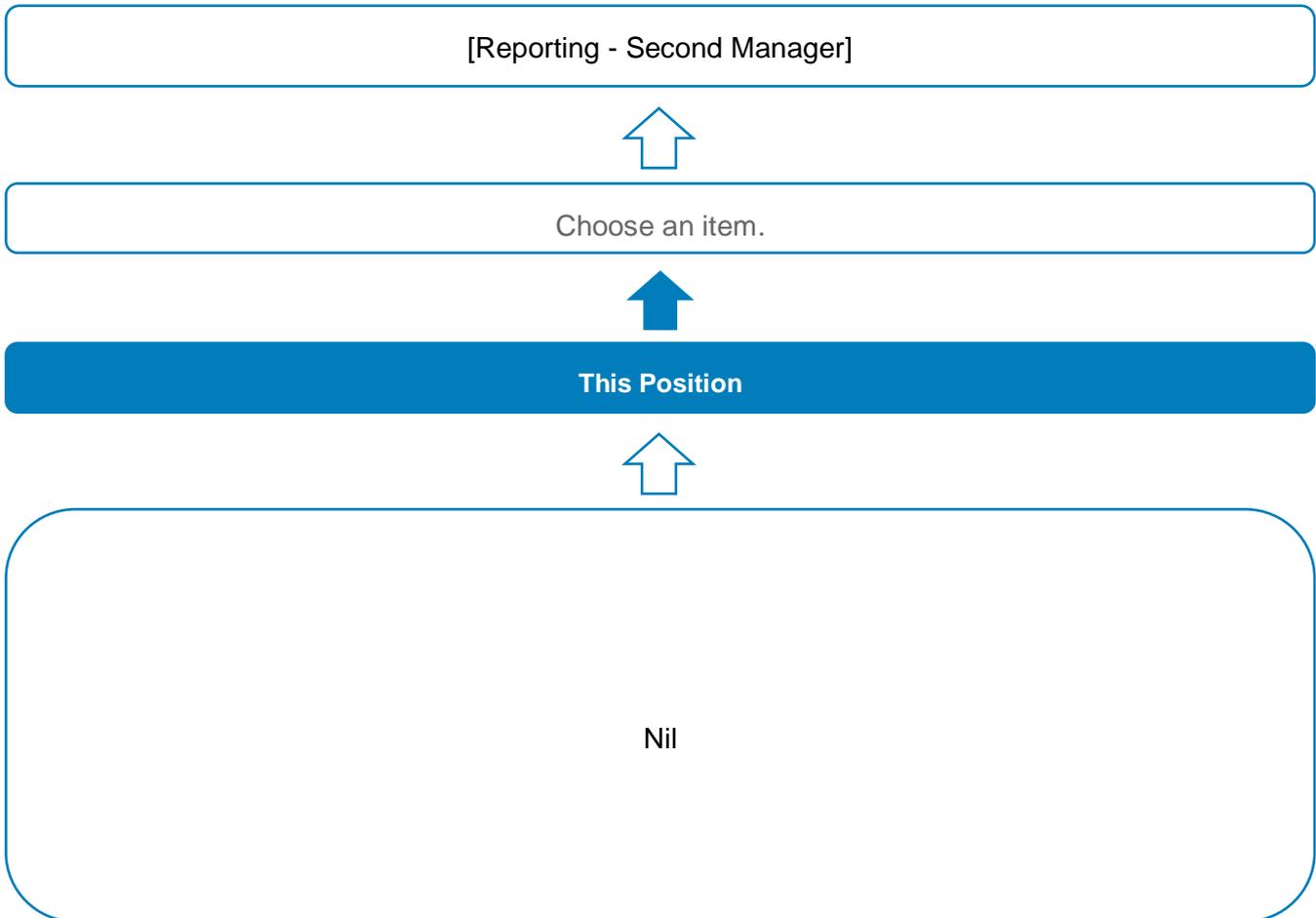
Essential:

1. Demonstrated experience and sound knowledge of legislation and land administration of both Crown and Freehold land.
2. General understanding and experience of project and contract management.
3. Good interpersonal and communication skills, including a demonstrated ability to build and maintain relationships, work effectively in a team environment and provide relevant land tenure and property advice to project stakeholders.
4. Well-developed research, conceptual, analytical, and problem-solving skills including the ability to present information, prepare reports, tenders, briefing papers, policy documentation and written correspondence.
5. Well-developed organisational skills and the ability to use initiative and work with minimal supervision.

Desirable:

- Knowledge of the *Land Administration Act 1997* and *Marine and Harbours Act 1981* (MHA).

Reporting relationships



Allowances/Special conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Executive Director
People and Culture**