

JOB ROLE STATEMENT

LAND ACQUISITION OFFICER LEVEL 5

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
PROPERTY MANAGEMENT

POSITION NO

VARIOUS

KEY RESPONSIBILITIES

Deliver services relating to the compulsory and voluntary acquisition of land for low to medium risk or low to medium valued road projects within agreed timeframes and budgets and in accordance with the relevant State legislation.

KEY DELIVERIES

Land Acquisition

- For low to medium risk or low to medium value road projects:
 - undertake compulsory and voluntary acquisition of land within project timeframes and budgets and, in accordance with the relevant State legislation
 - under direction 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
 - issue settlement instructions to the State Solicitor's acting as conveyance officers
 - under direction instruct legal teams and specialist consultants and represent Main Roads in disputes, mediations, 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
 - under direction facilitate meetings with land owners and attend project meetings to provide sound land acquisition advice as needed
 - prepare written submissions for obtaining approvals, making recommendations in response to objection 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

- Contribute to the formulation of Branch policy and strategy.
- Contribute to the implementation of land acquisition strategies, standards and processes to meet operational needs and legislative requirements.
- 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 maintain professional working relationships with land owners and occupants.
- Consult with State Government agencies, local government and the public on issues impacting land acquisition matters.
- Build and enhance working relationships with the Road Planning Branch and project teams to ensure land acquisition issues are fully considered and best options adopted during the planning, design and delivery states 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 OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

Consultants

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY

Salaried, Wages

NUMBER

up to 10 each

TOTAL

up to 10 each

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - processes involved in the acquisition of land in accordance with the relevant State legislation
 - research, analysis and problem solving
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - project/contract management
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers' licence or an approved equivalent.

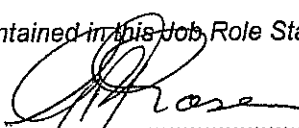
DESIRABLE:

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

CERTIFICATION

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

SIGNATURE

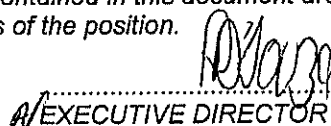

BRANCH/SECTION HEAD

DATE

25/3/2022

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

SIGNATURE

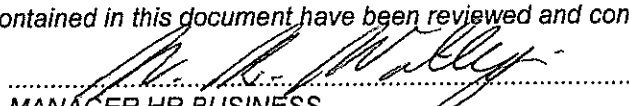

EXECUTIVE DIRECTOR

DATE

25/03/2022

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

SIGNATURE


MANAGER HR BUSINESS

DATE

25/3/22