

Lands Support Officer

Asset Planning and Services

Position number	00011907
Agreement	Public Sector CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Principal Consultant Land Acquisition (Level 7)
Direct reports	Nil

Context

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Asset Planning and Services Directorate is responsible for the development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services and property management.

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Key responsibilities

Specialist Services

- Assist the Principal Consultant and the Land Acquisition team by preparing documents in accordance with policies, procedures and guidelines that relate to the registration of interests on crown and freehold land such as transfers, contracts of sale, easements, discharges, deeds of licence and leases.
- Manage, process and assist with financial and budgetary functions within the Branch.
- Monitor actual financial information against approved land acquisition budgets and ensures proper, accurate and comprehensible financial information is produced for stakeholders on a regular basis.
- Ensure accuracy, integrity, security and appropriate utilisation of policies and procedures and monitors them against the Branch's quality control and best practice frameworks.

- Develop and maintain communication networks with the Department, regions, schools, other government agencies and the private sector.
- Develop and maintain manual and electronic processes and databases associated with the Department's land holdings.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Management and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated experience in preparing land transfer documents together with the processes for arranging payments to land settlement agencies.
2. Demonstrated sound communication and interpersonal skills, including the ability to work with individuals and groups at all levels.
3. Demonstrated knowledge of the *Financial Management Act 2006*, Regulations and Treasurer's Instructions and experience in accounting, budgeting or resource management.
4. Demonstrated sound conceptual and analytical skills.
5. Demonstrated sound organisational and time management skills with the ability to work independently and as part of a team.
6. Demonstrated experience in asset management information systems, records management and the use of word processing and spreadsheet packages.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 7 July 2021
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