

# JOB ROLE STATEMENT

## SENIOR LAND ACQUISITION MANAGER LEVEL 7

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** PORTFOLIO LAND AND PROPERTY SERVICES **POSITION NO** VARIOUS

### KEY RESPONSIBILITIES

Manage the provision of specialist services relating to high risk, high value and complex compulsory and voluntary acquisition of land within project timeframes and budgets in accordance with the relevant State legislation for the Transport Portfolio.

### KEY DELIVERIES

#### Land Acquisition, Management and Disposal

- For high risk, high value and complex land acquisitions for freehold and leasehold interests, management and disposals:
  - develop, implement and manage project specific compulsory and voluntary land acquisition processes, including identifying necessary and instructing specialist consultants, negotiating with land owners and liaising with legal advisors, all within project timeframes and budgets, and 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, arbitration 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
  - 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.
- Provide expert land acquisition risk advice to road planning and design teams.
- Monitor current and emerging industry and market trends and future works programs and research, develop and implement innovation and best practice strategies in response to findings.

#### Leadership and Management

- Provide leadership for land 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.
- 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

- Lead in promoting professional working relationships with land owners and occupants.
- Consult with State Government agencies, local government and the public on issues impacting land acquisition, management and disposal matters.
- Lead in building and enhancing working relationships with the Road Planning Branch and Project Teams to ensure land acquisition issues are fully considered and best options adopted.

### 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 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:*

<b>(A) TITLE AND LEVEL</b>	<b>POSITION NO</b>
PRINCIPAL LAND ACQUISITION MANAGER	LEVEL 7 P0050684

# SENIOR LAND ACQUISITION MANAGER LEVEL 7

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

**ALL POSITIONS UNDER CONTROL**

State number of positions only

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

**ESSENTIAL:**

- Comprehensive skill, knowledge and experience in:
  - compulsory acquisition of property involving compensation in accordance with the relevant State legislation
  - voluntary acquisition of property in accordance with the relevant State legislation
  - policy formulation and implementation
  - project/contract management
  - negotiation and facilitation
  - managing employee behaviour, performance and development
  - provision of customer focused services
  - building and enhancing stakeholder relationships
- 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.

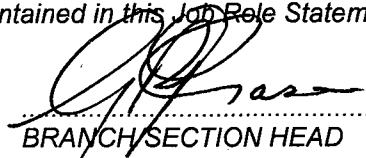
**DESIRABLE:**

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

**CERTIFICATION**

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

SIGNATURE

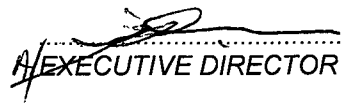
  
BRANCH/SECTION HEAD

DATE

24/01/23

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

SIGNATURE

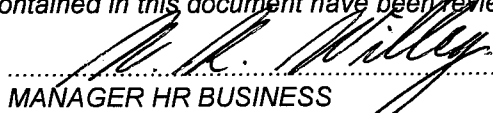
  
EXECUTIVE DIRECTOR

DATE

24/1/23

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

SIGNATURE

  
MANAGER HR BUSINESS

DATE

25/1/22