



## Senior Land Consultant

### Asset Planning and Services

<b>Position number</b>	00038244
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant Land Acquisition (Level 7)
<b>Direct reports</b>	Nil

#### Context

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.

#### Key responsibilities

##### Specialist Services

- assists in developing, implementing and maintaining policies, procedures and guidelines that address management of the Department's land assets
- liaises and negotiates with vendors, solicitors, settlement agents, State Solicitor's Office, Valuer General's Office and schools to arrange for the acquisition or disposal of land, and ensures land settlements are contractually sound
- provides input to the preparation of budgets for land acquisitions and disposals
- provides advice on the Land Administration Act 1997, Transfer of Land Act 1893 and other relevant legislation
- assists with the identification of future land needs and implements procedures to protect the identified land
- administers Departmental land holdings and interacts with the Department of Planning, Lands and Heritage, local government authorities and other government agencies regarding management, care and control of the Crown Estate
- controls the management, development and maintenance of the Department's land tenure management information systems.

### **Branch Support**

- aligns work practices with the objectives of the Branch and works collaboratively with all members within the team to achieve the desired outcomes
- contributes 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
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on Directorate committees and working parties.

### **Customer and Stakeholder Management and Liaison**

- liaises with community members, local government authorities and developers to resolve land related problems and issues
- liaises with appropriate public and private sector agencies with respect to the acquisition, subdivision, leasing, management and tenure of land required for purposes of the Department
- represents the Department in the negotiation and sales with private owners, property developers and the Department of Planning, Land and Heritage
- maintains a focus on customer service delivery and continuous improvement of services
- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated substantial experience and knowledge managing a Crown and freehold estate.
2. Demonstrated substantial knowledge and understanding of asset management principles, issues and government related processes, including the acquisition, management and disposal process for government real estate.
3. Demonstrated developed verbal and interpersonal communication skills with the ability to deal with high level consultations and negotiations.
4. Demonstrated experience and knowledge of the land and/or property industries and associated issues.
5. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative and creative solutions to complex problems.
6. Demonstrated highly developed written communication skills with experience in the preparation of policies, procedures and guidelines.
7. Demonstrated highly developed team management, leadership and planning skills with the ability to coordinate and deliver effective outcomes.

### **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 12 March 2019  
Reference D19/0098690