

JOB ROLE STATEMENT

LAND ASSEMBLY MANAGER

LEVEL 6

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

KEY RESPONSIBILITIES

Manage the determination of land requirements and any associated accommodation works for transport infrastructure projects and other purposes. Determine and arrange approvals for land access for construction works and tenure, including: agreements with land owners, occupiers, interest holders and other relevant parties. Manage the land assembly and registration processes post project construction.

KEY DELIVERIES

Land Assembly Management

- Manage the determination of land required for Transport portfolio infrastructure projects and other purposes and facilitate the preparation of Land Dealings Plans in accordance with relevant agency procedures and standards.
- Research, identify and prepare land schedules that document land tenure, encumbrances, ownership details and other relevant matters.
- Identify project accommodation requirements including demolition, services realignment and pastoral fencing policy requirements and establish relevant agreements with land owners and occupiers.
- Document agreed accommodation works and/or fencing requirements to enable the land acquisition team to adequately consider in assessment of compensation, and for project/operational teams to finalise detailed scopes and undertake the works.
- Where required, arrange the preparation and endorsement of land owner consents including any requirements under the Native Title Act 1993.
- Manage all consents and approvals from relevant parties including Regional Directors' so the land acquisition process can commence.
- Facilitate Development Approvals and liaise with local authorities concerning land and other relevant matters.
- Liaise with, and provide expert advice to land acquisition and project/operational teams on land tenure, land assembly, access and Native Title matters.
- Manage the land assembly and registration processes pre and post project construction to document land tenure outcomes.

Contract Management

- Engage and manage specialist technical consultants and contractors to assist in the determination of land requirements and preparation of specific documentation.
- Prepare tender and contract documents for the engagement of specialist technical resources.

Leadership and Management

- Participate in the preparation of Branch policy and strategy.
- Contribute to the development of policy, standards, procedures and processes for land assembly and other land matters to enable statutory and other land matters to be undertaken and completed efficiently.
- Provide leadership for projects in the management of consultants and contractors.
- 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.

Stakeholder Relationships

- Consult with State and Local Government, native title holders, and industry on land assembly matters.
- Collaborate with Project Directors and Managers and other operational staff to ensure satisfactory resolution of land assembly and land access issues.
- Liaise and negotiate with land owners, occupiers, and interest holders including native title holders, pastoral, local and other government agencies on land access and land assembly matters.

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		POSITION NO
NATIVE TITLE AND LAND ASSEMBLY MANAGER	LEVEL 7	P0071268

LAND ASSEMBLY MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY Salaried, Wages	NUMBER
		TOTAL	

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

ESSENTIAL:

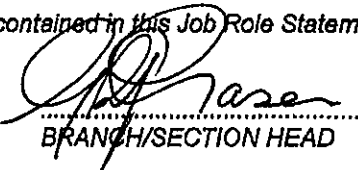
- Substantial skill, knowledge and experience in:
 - the Crown land development and subdivision administration processes and the application of relevant legislation
 - interpretation of land titles and associated rights and encumbrances, including native title
 - interpretation of road, rail and coastal facilities design and their impact on surrounding land, services, and any improvement of the land
 - project and contract management
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
- Knowledge of:
 - Geographic Information Systems (GIS), title searching and Computer Aided Design (CAD) e.g. Microstation
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

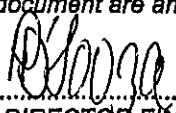
- A Degree or Diploma in a relevant discipline.

CERTIFICATION

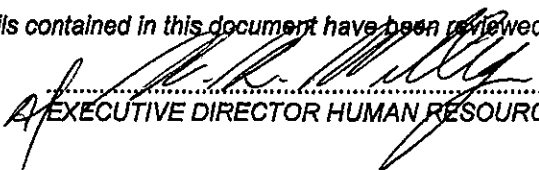
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 02/07/24
 BRANCH/SECTION HEAD

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

SIGNATURE  DATE 08/07/2024
 EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

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

SIGNATURE  DATE 8/7/24
 EXECUTIVE DIRECTOR HUMAN RESOURCES