

JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Senior Property Officer

Team: Legal

Division: Legal Services

Group: Finance & Corporate Services

Reports to (Name / Title): Manager Property Services

Number of Direct Reports: N/A

Budget Mgt Accountability (Capex Amounts): N/A

2. WHAT DOES THIS JOB DO?

Job Purpose:

The Senior Property Officer will provide commercial advice to the business in relation to land acquisitions and land access, that will maximise business value for money, as well as supporting the achievement of the organisation's Strategic Direction and Key Business Activities.

Responsibilities (20 dot points or less):

- Effectively manage the timely acquisition of land or interests in land to deliver possession of land required by Yarra Valley Water's asset delivery groups.
- Provide expert advice to project teams and assist in the creation and execution of land acquisition strategies.
- Assist in the proactive identification and acquisition of land required for capital works projects.
- Provide strategic advice in relation to land access to assist in the delivery of capital projects.
- Oversee the management of planning, environmental and other processes and approvals as required.
- Providing timely assistance and instructions to project teams or consultants to address the cultural heritage, environment and planning requirements.
- Management of the property information data systems to maintain an accurate register of Yarra Valley Water's land holdings and financial reporting requirements.
- Develop strong relationships and liaise closely with relevant government agencies and stakeholders including the Victorian Government Land Monitor, Valuer General Victoria, DEECA, DTP and municipal councils.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience	Years of Experience
-------------------	----------------------------	---------------------

JOB PROFILE FORM

	i.e. Basic / intermediate/ Advanced	(optional)
Demonstrated knowledge of Victorian Government statutory acquisition and compensation frameworks including valuation principles.	Advanced	4+
Demonstrated ability to deliver complex compulsory acquisitions within agreed time frames and budgets including managing statutory processes, compensation risk, consultant inputs, stakeholder negotiations and governance approvals.	Intermediate	4+
Demonstrated knowledge of relevant Victorian Government property policies including landholding and transactions policies.	Intermediate	4+
Strong knowledge of planning, environmental and cultural heritage approvals processes and ability to provide practical guidance to project teams in relation obligations arising out of those processes.	Intermediate	4+
Extensive expertise and knowledge in the property industry (and/or a related industry) including land acquisition, and sales processes and the relevant legislation and regulations especially <i>Land and Compensation Act 1986</i> , <i>Water Act 1989</i> and the <i>Planning and Environment Act 1987</i> .	Intermediate	4+
Experience drafting executive briefings, approval papers setting out commercial and property-based risks and opportunities.	Intermediate	3+
Strong ability to communicate, negotiate and solve issues with community and environmental groups, landholders, government organisations and internal and external stakeholders.	Advanced	4+
Experience with preparing drafts of land access agreements, leases and licenses	Intermediate	4+
Excellent analytical and problem-solving skills to pre-empt and mitigate project risks arising from property matters and capital works delivery.	Advanced	4+
Building strong relationships and competently negotiating with stakeholders, including project team members, and consultants to ensure work is prioritised and delivered on time and to appropriate costs, quality standards, government and community requirements.	Intermediate	4+
Proven record in successful negotiations regarding complex property transactions.	Intermediate	4+

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety

JOB PROFILE FORM

compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

Qualifications / Certificates	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g. certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g. Never, 1 year, 5 years etc....)
Tertiary Qualification in Property Management, planning, urban planning, urban geography, environmental management, environmental science or a similar discipline	Desirable	Degree		

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes <i>i.e., such as resilience, emotional intelligence</i>	• Commercial mindset • Strong interpersonal skills and ability to negotiate • Ability to work independently and make decisions in a timely manner • Collaborative/team player • Strong attention to detail • High analytical skills • High resilience and ability to think pragmatically • Results focused • Ability to think both with a strategic/long term view and with a detailed focus as required • Proven ability to be flexible, adaptable and an ability to deal with ambiguity
---	--

3D. WHAT ARE THE KEY PHYSICAL, PSYCHOLOGICAL OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements <i>i.e. required to lift heavy boxes, repetitive work, dealing with irate customers</i> <i>Note: some field-based roles will need to complete additional requirements for the role</i>	Occasional site visits and travel within YVW service district required Hybrid working - meeting stakeholders, leaders and impacted teams at the Mitcham office and at other sites as directed (e.g. treatment plants) to build a strong understanding of the YVW "business" and to develop effective relationships with stakeholders. This role may require out of business hours responses due to the nature of the role and the operational requirements.
--	--

4. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

JOB PROFILE FORM

Role before (Name, Team, Division)	Senior Property Officer
Role after (Name, Team, Division)	Manager, Property Services

5. CHECKPOINT

Is this a <i>Critical Worker</i> role requiring an AusCheck	☒ No ☐ Yes
Does this role require	☒ Police check ☐ Working with children ☒ Victorian Drivers License
Comments	