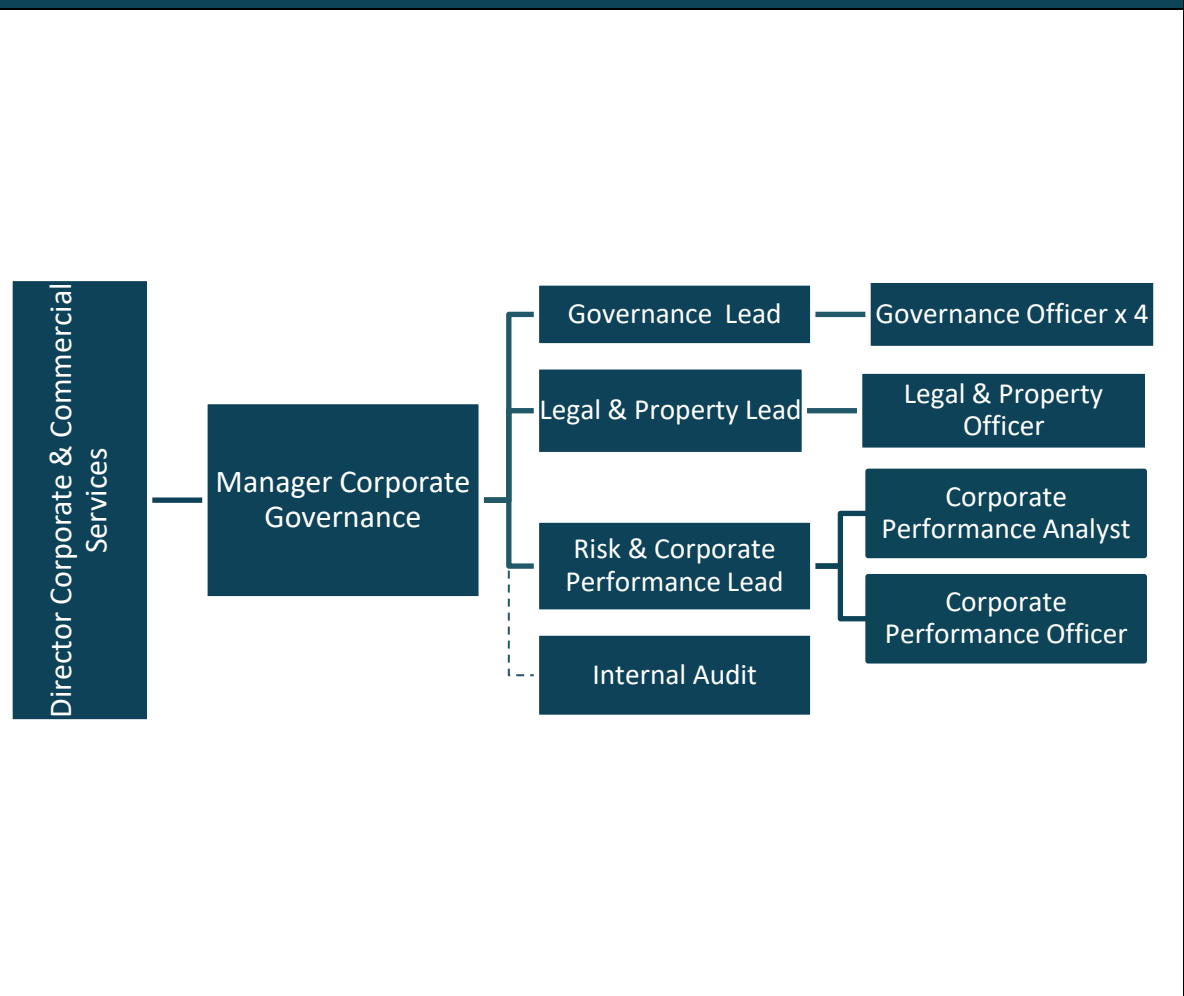


Position Title:	Legal & Property Officer
Position Number:	2040
Division:	Corporate and Commercial Services
Section:	Governance
Grade:	8
Delegations:	See Council’s Delegations Register
Position FTE Hours:	35

Primary Purpose

To provide support relating to legal, property, legislative compliance and insurance matters of Council.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Diploma in Office Administration, legal or property certification or similar
- Satisfactory Criminal Record Check

Skills and Experience

- Experience in a similar role
- Experience in processing a range of legal matters, including insurance claims, leases, preparation and interpretation of a range of legal documents
- Demonstrated experience in coordinating property matters such as conveyancing, sales/purchases and property searches
- Ability to draft a range of legal documents
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Knowledge of relevant legislation and the ability to interpret
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Provide high level support for a full range of legal, insurance and property matters across Council.
- Proactive identification of possible legal and property matters, and developing and researching solutions for such issues.
- Involvement in cross divisional project teams to ensure possible legal issues are identified and addressed.
- Assist the Legal & Property Lead, Manager Corporate Governance, Director Corporate & Commercial Services and other senior staff in processing property transactions.
- Assist in the review of key strategic documents to identify any possible legal or property issues and researching and developing solutions to deal with such matters.
- Draft a range of legal documents including leases and agreements.
- Assist in management of Councils Insurance Claims.
- Assist in a range of property matters, including but not limited to:
 - Conveyancing (where possible) and liaison with solicitors in relation to sales and purchases of land and ensure deadlines are met
 - Processing road closure applications
 - Drafting of reports in relation to property matters
 - Undertake various online property searches
 - Researching and rectifying property boundary/ownership discrepancies
- Researching, reviewing and assessing Commonwealth, State and Local legislation
- Support the management of the Legal Document System by registering relevant documents including Certificates of Title and Bank Guarantees into the Legal Documents Register and

filing documents appropriately including ensuring such documents are registered in Council's electronic records management system.

- Assist in arranging purchase of various Australian Standards Licences through SAI Global for inclusion in quotation/tender documents for all departments, maintaining Licence usage record, monitoring use of Australian Standards under their respective licences and reporting to SAI Global and arranging payment of any royalty fees.
- Processing of Police CCTV requests.
- Providing support to the Legal & Property, Governance and Corporate Performance teams as required.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Integrity – Coaches "Shares it" <i>Be honest, ethical and professional, and prepared to speak up for what is right.</i></p> <ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships	<p>Communicate and Engage - Demonstrates "Achieves it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences <p>Customer Focus – Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results	<p>Plan and Prioritise - Coaches "Shares it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning <p>Deliver Results – Demonstrates "Achieves it" <i>Achieve results through efficient use of resources and a commitment to quality work</i></p> <ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
Technical	<p>Information and Technology - Demonstrates "Achieves it" <i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications. • Makes effective use of records, information and knowledge management systems. • Supports the introduction of new technologies to improve efficiency and effectiveness

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.

- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	