

Position Title	Team Leader Strategic Land Holdings
Department	City Future
Unit	City Plan & Transformation
Team	Strategic Land Holdings
Supervises	2
Reports To	Manager City Plan and Transformation
Grade	K
Date Prepared	13/12/2024
Date Last Updated	18/03/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

This role is responsible for providing effective leadership to the Strategic Land Holdings team and co-ordinating projects relating to Council's real property assets as well as identifying property development opportunities. Further, the position is required to undertake and perform contract negotiations and formations; high-level leasing and licensing recommendations, identifying acquisition and disposal of property assets whilst developing and implementing strategies in association with Council's adopted strategic direction.

Accountabilities






- Provide support to the Manager City Plan and Transformation in managing projects relating to Council's real property assets in order to deliver Council's strategic and financial objectives.
- Provide leadership and direction in the development of Council's real property assets.
- Develop and motivate a team to deliver efficient and effective management of Council's property projects and in doing so protect Council's interests.
- Co-ordinate major property development and redevelopment of property in line with Council's adopted strategic direction. This includes working with other areas of Council in formulating strategies for the best utilisation of Council's assets.
- Conduct, assess and report on the feasibility of property initiatives, including the co-ordination of all consultants and obtaining Council approval for development and other property projects. This will also include the identification of potential development options taking into account site constraints and legal statutory property considerations.
- Working with other areas of Council to implement the property strategy for Council in regard to all its real property assets, including redevelopment, divestment and acquisition of strategic sites.
- Coordinate the development of contracts and other legal agreements including negotiations with developers, land owners, state government agencies, purchasers and tenants.
- Co-ordinate and report on the development of Council's property. This will also require the preparation of consultant briefs, selection of consultants and management of these consultants/contractors.
- Responsible for overseeing the co-ordination of any reclassification of properties, in preparation of development opportunities or divestment program.

- Prepare presentations and reports to the Executive Leadership Team and to Councillors.
- Provide accurate and meaningful guidance to property staff with the team, and across Council.
- Managing change in an organisational context, that may affect the team or unit.
- When required, provide property advice on development applications, from a neighbouring land owner perspective.
- Other property related work as and when required.
- Other duties as required by the Manager City Plan and Transformation.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices

Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
People Leadership		
Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Post graduate qualifications in Property Management, Town Planning or a related business field.
- Class C Drivers Licence.

Essential Experience

- At least 3 to 5 years' experience in a similar role.
- Demonstrated ability to undertake the functions and responsibilities identified in this role.
- Demonstrated extensive experience in negotiating property contracts and agreements.
- Demonstrated extensive experience in dealing with property development project stakeholders.
- Comprehensive knowledge of planning controls and the approval process.
- Sound knowledge of valuation principles and applications in property transactions.
- Ability to identify and evaluate property development opportunities.
- Highly developed skills in preparation of complex documents that include legal considerations such as planning/development agreements, leasing documents and manage property contracts and related processes.
- Experience in the operation of relevant computer software applications including Word, Excel and property related applications and databases.
- Excellent written and verbal communication skills.
- Excellent investigative and analytical skills.
- Effective complaints-handling skills and experience.
- Ability to think clearly, logically and analytically.
- Ability to manage resources, staff and time.
- Working knowledge of relevant legislation, particularly the Local Government Act.
- Demonstrated leadership experience

Desirable Qualifications and or Experience

- Post graduate qualifications in Property Management or a related business field.

- Working knowledge of relevant legislation, particularly planning legislation and the Local Government Act.
- Experience working in a Council or a similar larger organisation in the public or not-for-profit sector.
- Understanding of Local Government policies and procedures.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>