

Position Title	Graduate Property Officer
Department	Corporate
Division	Property & Investment
Unit	Property & Strategic Land Holdings
Team	Property
Supervises	N/A
Reports To	Coordinator Property
Grade	D
Date Prepared	10/07/2026
Date Last Updated	10/07/2026

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

The primary purpose of the Graduate Property Officer is to assist other senior members of the property team with the effective management of Council's property assets for the leasing, licensing, acquisition and disposal of property.

Accountabilities

- Provide support to the property team and assist senior property officers as well as the Coordinator Property in managing Council's real property assets in order to deliver Council's strategic and financial objectives
- Coordinate day-to-day property management tasks
- Finalise Lease procedures including obtaining Bank Guarantees and Insurance documents
- Update and maintain the Tenancy Schedule
- Update and maintain the Certificate of Currency Register
- Management of residential property portfolio
- Collating Aboriginal Land Claims
- Raising Requisitions and Purchase orders for appointment of external consultants
- Managing the rent arrears for Council owned properties
- Investigate/Collating and filing real estate monthly statements
- Create and Update processes and procedures for the property team
- Managing the unit workspace
- Preparation of exhibition material for the public exhibition of different property projects as required under the Local Government Act
- Draft memos seeking approval for leasing and purchase of properties
- Setting up new vendors in the procurement system and payment of invoices
- Assisting team members with project work

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

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		
Act with Integrity	Adept	• 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, • Consults appropriately when issues arise regarding misconduct, unethical behaviour and
Relationships		
Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the • Identifies opportunities to work together with other teams/units
Results		
Deliver Results	Intermediate	• Takes the initiative to progress own and teamwork 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
Resources		
Technology and Information	Intermediate	- 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

* 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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council’s policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Degree in Land Economics or Diploma in a property related course

Essential Experience

- Ability to work in a team environment and assist other team members on their projects
- Ability to think clearly, logically and analytically
- Effective written and verbal communication skills
- Ability to prepare draft memos and reports for review by senior staff
- Demonstrates a proactive approach to work
- Shows initiative in resolving issues relating to project work

Desirable Qualifications and or Experience

- A good understanding of property, obtained from a property related course from a university or TAFE.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐