

Role Description

Assistant Property Officer

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure NSW/Infrastructure Planning/Property
Role Number	221629
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	224511
PCAT Code	1132292
Date of Approval	15 April 2024
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Provides infrastructure planning assistance to the property team to facilitate the effective delivery of property services.

Key accountabilities

- Undertake property related tasks including the preparation of valuation reports, leases, licences and user agreements that assist in making informed property management decisions.
- Enter, update and ensure accurate and current data is in the Asset Management System, Site Management System, SAP and other relevant databases to assist the team with property management information analysis, reporting and decision making.

- Undertake research of the property industry, analyse and review market trends and prepare advice for the team and senior management as directed to assist in providing an informed infrastructure planning service.
- Support the team by undertaking routine administration duties such as payment of invoices, receipt of monies, preparation and issue of orders to external suppliers, and the preparation of reports, briefings, and correspondence to support business operations.
- Actively contribute as a team member and develop capabilities in new and required areas to enhance the value of the teams' contribution to achieving departmental objectives.

Key challenges

- Productively contributing and supporting the daily activities associated with the operations of a constantly changing public sector property portfolio.
- Managing a high volume of data input with accuracy and timeliness while ensuring high quality customer service to internal and external stakeholders.

Key relationships

Who	Why
Internal	
Reporting manager	<ul style="list-style-type: none"> • Receive instructions and guidance and provide specialist infrastructure planning support. • Provide regular work program and progress reports. • Inform on emerging or contentious issues or conflicts.
Team members	<ul style="list-style-type: none"> • Participate in meetings, share information, collaborate, and provide input on issues relating to property services.
SINSW staff	<ul style="list-style-type: none"> • Liaise across the SINSW division to leverage expertise to deliver results.
Agency staff	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication across the department to consult, liaise, negotiate and contribute to overall branch and unit performance.
External	
Key external stakeholders, including: Representatives from other state government agencies, representatives from local councils, property consultants, agents and valuers, developers and land owners.	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to effectively deliver the requirements of the unit and department.

Role dimensions

Decision making

Works with limited supervision and guidance to achieve overall work commitments developed in agreement with relevant property stream Manager.

Acts independently to determine day-to-day work priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.

Reporting line

Manager, Divestments and Acquisitions

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Knowledge of, and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Tertiary qualification in property or project management and a working knowledge or experience of property services management.
- Demonstrated understanding of, and commitment to, the value of public education.

Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.


Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult	Intermediate


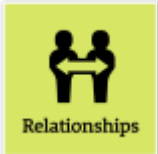


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational