

Role Description

Senior Property Officer



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Shared Services Group
Position Description no	10700-01
Classification/Grade/Band	TAFE Worker Level 9
Senior executive work level standards	Not Applicable
ANZSCO Code	224511
PCAT Code	1128391
Date of Approval	October 2024
Agency Website	www.tafensw.edu.au

Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

Primary purpose of the role

This position is responsible for coordinating and contributing to high level property management activities and projects. The role supports property transactions to achieve strategic planning objectives, specified project outcomes, improved performance outcomes and maximum benefits to TAFE NSW and the community.

Key accountabilities

1. Supports the development of initiatives and determine priorities for inclusion of initiatives in the strategic plan for divestment programs and services and implement delivery model changes within assigned programs and projects.
2. Prepare a range of project plans, covering a full range of activities from initiation to settlement.
3. Perform a range of due diligence pre-sale and pre settlement activities to maximise value, meet compliance requirements and minimise disposal delay including relevant property related title information, surveying and encumbrances checks, subdivision and rezoning.
4. Ensure all relevant TAFE NSW and government asset related databases and registers are accurate and regularly updated in relation to divestment activity to ensure that TAFE NSW's administrative and reporting obligations are met.
5. Communicate with key stakeholders to facilitate exchange of information and support project completion in line with project plans. Liaising on business issues across the program to ensure there is clarity and direction for deliverables and appropriately escalating to ensure effective resolution with minimal risk to the organisation.
6. Track and report on project progress to inform on status against established milestones and deliverables.
7. Identify and manage project risks and ensure mitigation where practicable.
8. Proactively identify opportunities for continuous improvement in projects management and delivery and implement strategies in collaboration with the Program Manager Property Transactions
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop and review meaningful performance development and review plans

Key challenges

- Building and leveraging strong and productive stakeholder relationships to help achieve business objectives.
- Effectively managing competing priorities and diverse stakeholders needs in an evolving operating environment.

Key relationships

Internal

Who	Why
Line manager	<ul style="list-style-type: none">• Receive guidance, leadership and support.• Provide updates, recommendations and advice on operational matters.• Support team operations.• Escalate issues and risks and propose solutions.
Work team	<ul style="list-style-type: none">• Collaborate in project / program delivery.• Provide advice and recommendations.• Provide analysis and information to support decision making.• Share information and ideas.

External

Who	Why
-----	-----

Regulatory bodies	<ul style="list-style-type: none"> • Build relationships to support achievement of TAFE NSW objectives. • Manage contracts. • Manage or participate in negotiations.
Other government agencies	<ul style="list-style-type: none"> • Build relationships to support achievement of government objectives. • Collaborate in the development and delivery of cross-agency solutions. • Manage contracts. • Represent and advocate on behalf of TAFE NSW.

Ministerial

Who	Why
Minister and Minister's Office	<ul style="list-style-type: none"> • Provide recommendations and advice key strategic and operational matters.

Role dimensions

Decision making

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Manage functional expenditure and resourcing within relevant policy and delegation frameworks. (Only if the position has direct reports)
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

Reporting line

Property Manager Property Transactions

Direct reports

Nil

Budget/Expenditure

TBA

Essential requirements

1. A valid Working with Children Check (required prior to commencement).
2. Degree in a relevant discipline or equivalent skills, knowledge and experience.
3. Demonstrated experience in property transactions including knowledge of contracts, easements, and asset acquisition and divestment

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.

Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ol style="list-style-type: none"> 1. Represent the organisation in an honest, ethical and professional way and encourage others to do so 2. Act professionally and support a culture of integrity 3. Identify and explain ethical issues and set an example for others to follow 4. Ensure that others are aware of and understand the legislation and policy framework within which they operate 5. Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ol style="list-style-type: none"> 6. Tailor communication to diverse audiences 7. Clearly explain complex concepts and arguments to individuals and groups 8. Create opportunities for others to be heard, listen attentively and encourage them to express their views 9. Share information across teams and units to enable informed decision making 10. Write fluently in plain English and in a range of styles and formats 11. Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ol style="list-style-type: none"> 12. Take responsibility for delivering high-quality customer-focused services 13. Design processes and policies based on the customer's point of view and needs 14. Understand and measure what is important to customers 15. Use data and information to monitor and improve customer service delivery 16. Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers 17. Maintain relationships with key customers in area of expertise 18. Connect and collaborate with relevant customers within the community 	Adept



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

19. Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
20. Make sure staff understand expected goals and acknowledge staff success in achieving these
21. Identify resource needs and ensure goals are achieved within set budgets and deadlines
22. Use business data to evaluate outcomes and inform continuous improvement
23. Identify priorities that need to change and ensure the allocation of resources meets new business needs
24. Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

25. Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
26. Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
27. Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
28. Ensure current work plans and activities support and are consistent with organisational change initiatives
29. Evaluate outcomes and adjust future plans accordingly

Adept



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

30. Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management
31. Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
32. Monitor procurement and contract management processes to ensure they are open, transparent and competitive
33. Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance
34. Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
35. Escalate procurement and contract management issues, where required

Adept



Project Management

Understand and apply effective planning, coordination and control methods







- 36. Understand all components of the project management process, including the need to consider change management to realise business benefits
- 37. Prepare clear project proposals and accurate estimates of required costs and resources
- 38. Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- 39. Identify and evaluate risks associated with the project and develop mitigation strategies
- 40. Identify and consult stakeholders to inform the project strategy
- 41. Communicate the project's objectives and its expected benefits
- 42. Monitor the completion of project milestones against goals and take necessary action
- 43. Evaluate progress and identify improvements to inform future projects

Adept

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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	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	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

Intermediate



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

Foundational



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

Intermediate