

ROLE DESCRIPTION

Senior Conveyancing Officer

Portfolio	Communities and Justice	
Department	Department of Communities and Justice	
Division/Branch/Unit	Law Reform and Legal Services / General Counsel / Legal Operations	
Location	Parramatta	
Classification/Grade/Band	Clerk Grade 7/8	
Role Number	TBC	
ANZSCO Code	512111	
PCAT Code	1119192	
Date of Approval	11 December 2024	Ref: OGC0067
Agency Website	www.dcj.nsw.gov.au	

Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency in the Communities and Justice Portfolio. Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community by providing services that are effective and responsive to community needs.

Primary purpose of the role

The Senior Conveyancing Officer provides a range of operational and administrative support services supporting the Property and Transactions team, including managing all aspects of individual conveyancing matters to ensure the effective and efficient conduct of the purchase and sale of land (including dedications, compulsory acquisitions, easements, and internal transfers of land) on behalf of DCJ. The role also manages all aspects of individual construction contract matters and provides support to the DCJ to ensure a timely and accurate delivery of all legal aspects of DCJ's housing and property construction programs.

Key accountabilities

- Prepare, review and issue individual contracts for the sale of land, construction and maintenance contracts to sales agents, purchasers, builders, or developers.
- Review individual contracts for sale of land, checking the details of any sales agreements and advices, instructions to legal, draft basic legal documents including but not limited to deeds, agreements and special conditions and order and review statutory enquiries to ensure accuracy and the smooth processing of all conveyancing matters relating to the acquisition of land and transact conveyancing matters via PEXA.
- Carry out easement and dedication matters from receipt of instructions to completion; draft, review and facilitate the registration of all appropriate legal documents; respond to enquiries from internal and external stakeholders including development managers, legal representatives and public in relation to easement and dedication matters.
- Seek and take instructions regarding any issues raised and respond to any enquiries from legal representatives, sales agents, and the public, orally or in writing to ensure all parties are fully informed at every stage of the conveyancing matter, from pre-exchange to post settlement.
- Coordinate arrangements and preparations for exchange and settlement, including time and venue, and conduct and process exchanges and settlements when conducted “in house”; manage all post settlement actions and provide support and advice to internal stakeholders.
- Respond to enquiries from legal representatives and the public in relation to (but not limited to) restrictions under section 14A of the Housing Act 2001 and maintaining up to date and accurate records in respect of the removal of those restrictions.
- Prepare and register appropriate restrictions and building covenants and arrange for the registration of restrictions and covenants at the NSW Lands Registry Services; respond to enquiries from legal representatives and the public in relation to owner occupier restrictions and building covenants. Seek instructions from Executives and facilitate approved release or extinguishment of restrictions on use of land.
- Update, manage and maintain records including security documents and precedents and ensure records systems are up to date (including Open Practice and Records Management) with all conveyancing and legal matters and prepare reports, schedules, and weekly statistical returns.

Key challenges

- Delivering multiple paralegal and conveyancing services in line with current statutory requirements, strict timeframes, and milestones to ensure the effective operation and success of project delivery.
- Arranging and facilitating exchange of contracts and settlements and maintaining a high level of accuracy and attention to detail given tight timeframes; ensuring conveyancing matters are undertaken in accordance with the current statutory requirements as well as relevant policies, practices, and procedures.
- Complying with relevant policies, practices and probity requirements, Anti-Discrimination and Work Health and Safety legislation.

Key relationships

Who	Why
Internal	
Senior managers/management	<ul style="list-style-type: none">• For instruction, guidance, and advice
Unit and departmental staff	<ul style="list-style-type: none">• To provide and receive information and advice
External	
External Agencies	<ul style="list-style-type: none">• To share, receive and obtain information.
Non-government organisations and members of the public	<ul style="list-style-type: none">• To share, receive and obtain information.

Role dimensions

Decision making

This role is expected to operate with some degree of autonomy in respect to their day to day work priorities and is expected to determine matters that need to be referred to the Director. The role is responsible for the content of specialist advice provided, exercising discretion and sound judgement.

Reporting line

The role reports to the Principal Solicitor.

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Technical Skills and experience including intermediate to advanced ability to use computerised systems including, but not limited to, MS Word, Excel, Lawdocs, Open Practice and Records Management systems (CM9).
- Experience in the provision of paralegal services involving a range of legal activities including conveyancing and related activities.
- Sound knowledge and understanding of current legislation, including but not limited to Conveyancing Act 1919 and Real Property Act 1900.

Essential requirements

Tertiary qualifications or demonstrated equivalent industry or professional experience in conveyancing.

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

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.

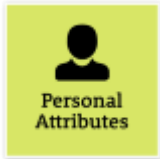
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical, and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept



Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

- Adapt existing skills to new situations
- Show commitment to achieving work goals
- Show awareness of own strengths and areas for growth, and develop and apply new skills
- Seek feedback from colleagues and stakeholders
- Stay motivated when tasks become difficult

Intermediate

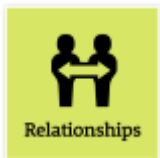


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- 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



Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



Deliver Results

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

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals

Intermediate

- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed



Think and Solve Problems
Think, analyse, and consider the broader context to develop practical solutions

- 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





- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information, and knowledge management requirements

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 is 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
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective project planning, coordination, and control methods	Foundational