Role Description
Property Officer

Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure NSW/Infrastructure Planning/Property
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Temporary
Role number	221623, 221628
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	224511
PCAT Code	1132292
Date of Approval	07 July 2020
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

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

Assist in the delivery of the state-wide property and accommodation portfolio to ensure that it contains infrastructure that is commercially acquired and managed, continues to be fit for purpose and serves the needs of NSW early childhood and school populations.

Key accountabilities

- Assist in the development and effective management of the SINSW property portfolio by executing assigned property transactions in a timely manner to ensure the provision of appropriate infrastructure arrangements.
- Assist in the preparation of high-quality property reports, submissions, briefing notes and ministerial correspondence and monitor and track the progress of projects to support the provision of an effective property management service.
- Prepare and circulate appropriate valuation reports, leases, licences and user agreements for review by the team to ensure accuracy and support informed decision making.

- Monitor and review the ongoing effectiveness, relevance and responsiveness of systems, processes and procedures to support the continuous improvement of the property portfolio management service.
- Undertake and review research relating to the property industry, analyse and review market trends and prepare advice for the team and senior management as directed to assist in the provision of a high-quality, professional property management service.
- Ensure all procurement in relation to the property portfolio adheres to departmental policy and guidelines and represents value for money in terms of the outputs delivered.
- Assist when necessary in the management of day-to-day administrative tasks related to the property management service to ensure the currency of records and availability of information.

Key challenges

- Productively contributing and supporting the daily activities associated with the operations of a constantly changing public sector property portfolio.
- Understanding the complexities of impacting issues in an operational context, developing and recommending innovative solutions and escalating issues when required.
- Tracking project status and performance across a large geographically dispersed property portfolio.

Key relationships

Who	Why
Internal	
Reporting manager	- 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	Participate in meetings, share information, collaborate, and provide input on issues relating to property services.
SINSW staff	Liaise across the SINSW division to leverage expertise and deliver results.
Agency staff	Develop and maintain effective working relationships and open channels of communication across the department to consult, liaise, negotiate and contribute to overall performance.
External	
Key external stakeholders including: Representatives from other state government agencies; local councils; property consultants; agents and valuers; developers and land owners.	Develop and maintain effective working relationships and open channels of communication to effectively deliver the requirements of the unit and department.

NSW
GOVERNMENT

Role dimensions

Decision making

This role acts independently to determine day-to-day work priorities, negotiate matters related to the area of responsibility and make decisions in relation to the quality of work outcomes. Works with limited supervision and guidance to achieve overall work commitments developed in agreement with the relevant reporting manager. In matters that are sensitive, high-risk or business-critical, the role consults with the supervisor or manager to agree on a suitable course of action.

Reporting line

Refer to the relevant business unit organisational chart.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualification in either a property related or project management discipline and a working knowledge of, or experience in, property services management.
- Knowledge of and commitment to the department's Aboriginal education policies.

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
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
	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
Relationships	**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

NSW GOVERNMENT

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
	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
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

NSW GOVERNMENT

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
	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	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational