

Role Description

Senior Property Officer

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Infrastructure Planning/Property
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing and Temporary
Role Number	IP005,IP008,IP009,IP012,IP013,IP089
ANZSCO Code	224511
PCAT Code	1112292
Date of Approval	
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

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

Key accountabilities

- Manage and coordinate specific projects to facilitate the timely management of the property portfolio to meet departmental deadlines including the preparation of project briefs and scopes of work, engagement and management of external consultants and participation in Project Control Group meetings to ensure projects are completed within project parameters (timelines, cost, quality).
- Analyse property market intelligence and coordinate team recommendations for the possible disposal, development, acquisition, leasing and licencing of property to gain maximum value for the department.
- Negotiate property transactions on behalf of the department to facilitate capital works and maintenance projects in a timely and cost effective manner.

- Undertake land management practices that meet public sector land management policies and procedures.
- Ensure transparency and integrity of property portfolio data to enable accurate reporting on status and financial requirements for senior management and relevant stakeholders such as school principals, local councils, land owners and business operators.
- Provide timely, accurate and customer-focused advice in response to requests for information and assistance on matters relating to the property portfolio to manage customer expectations. The scope of advice includes the preparation of official reports, correspondence, briefings and professional learning activities.
- Liaise with a range of local councils, government agencies, other departments and relevant stakeholders concerning property matters.
- Prepare high quality administrative documentation, technical submissions and reports for SINSW senior management other stakeholders as required.

Key challenges

- Adopting a commercial property approach and maximizing value, balanced against achieving service delivery and policy outcomes.
- Developing and maintaining highly effective working relationships with a diverse range of internal and external stakeholders including school communities, property developers, real estate consultants, government property NSW.
- Operating as part of a small team requiring the ability to self-manage, self-initiate and work independently and while collaborating with team members to achieve portfolio service outcomes.

Key relationships

Who	Why
Internal	
Reporting manager	<ul style="list-style-type: none"> • Receive instructions and guidance and provide specialist support. Provide regular work program and progress reports and inform on emerging or contentious issues or conflicts.
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

Acts independently in performing core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes.

In matters that are sensitive, high-risk or business- critical, the role consults with relevant Manager to agree on a suitable course of action.

Reporting line

Refer to the relevant business unit organisational chart.

Direct reports

Nil

Budget/Expenditure

Budget - Nil

Financial delegation \$50,000

Essential requirements

- Tertiary qualification in either a property related discipline or project management and/or relevant and extensive knowledge and experience in servicing a large and complex property asset portfolio.
- Flexibility to travel to state-wide locations.
- Valid driver licence.
- Knowledge of and commitment to the department's Aboriginal education policies.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change. • Offer own opinion and raise challenging issues. • Listen when ideas are challenged and respond in a reasonable way. • Work through challenges. • Stay calm and focused in the face of challenging situations.
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths. • Show commitment to achieving challenging goals. • Examine and reflect on own performance. • Seek and respond positively to constructive feedback and guidance. • Demonstrate a high level of personal motivation.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding. • Translate technical and complex information concisely for diverse audiences. • Create opportunities for others to contribute to discussion and debate. • Actively listen and encourage others to contribute inputs. • Adjust style and approach to optimise outcomes. • Write fluently and persuasively in a range of styles and formats.
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position. • Lead and facilitate productive discussions with staff and stakeholders. • Encourage others to talk, share and debate ideas to achieve a consensus. • Recognise and explain the need for compromise. • Influence others with a fair and considered approach and sound arguments. • Show sensitivity and understanding in resolving conflicts and differences. • Manage challenging relations with internal and external stakeholders. • Pre-empt and minimise conflict.
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work. • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans. • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses. • Ensure current work plans and activities support and are consistent with organisational change initiatives. • Evaluate achievements and adjust future plans accordingly.
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence. • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options. • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness. • Identify and share business process improvements to enhance effectiveness.
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions. • Ensure that actions of self and others are focused on achieving organisational outcomes.

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Exercise delegations responsibly. • Understand and apply high standards of financial probity with public monies and other resources. • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others. • Conduct and report on quality control audits. • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks. <hr/> <ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions. • Understand project goals, steps to be undertaken and expected outcomes. • Prepare accurate documentation to support cost or resource estimates. • Participate and contribute to reviews of progress, outcomes and future improvements. • Identify and escalate any possible variance from project plans.