

Position Description

Facilities & Land Officer



Directorate	Community & Development
Location	Berrigan, Tocumwal, Finley, Barooga
Classification/Grade/Band	Grade M
Position Code	LF - O
Date position description updated	May 2025

Council overview

Berrigan Shire is a rural community with a population exceeding 8,500. It is situated on the NSW/Victorian border and encompasses the four towns of Berrigan, Barooga, Tocumwal, and Finley.

Bordered by the Murray River, and lush eucalyptus bushlands in the south, it boasts some of the most magnificent sandy river inland beaches that Australia has to offer. The north of the Shire is predominantly agricultural with dry and irrigated farming ranging from grain, beef, sheep, orchards, and vegetable crops, dairy and vineyards.

This position provides the incumbent with the opportunity to develop their skills managing a diverse property portfolio to meet Council and community needs.

Council values

Teamwork

A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title.

Reliability

Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.

Honesty

A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes.

Service

Service is the core of our commitment to the community and is well considered and strategic in its delivery.

Primary purpose of the position

The Land and Facilities Officer is responsible for the overall management of Berrigan Shire Council's property portfolio and facilities, including managing leases and licences, working with volunteer committees and user groups and developing management and maintenance plans for Council facilities and recreation services.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Maintain Council's land register.
- Manage and negotiate Council's leases, licences, utilities, and occupancy agreements for use of Council land and buildings.
- Assist with the sale and purchase of land by Council in line with legislation and Council policy.
- Prepare and implement Plans of Management for all Community land and Crown Land.
- Manage Council's land and building assets, develop and coordinate maintenance plans, valuations and operational services for Council facilities, including but not limited to, inspections, access (keys), cleaning, security, pest management, CCTV and minor repairs.
- Act as Council's Native Title Manager.
- Coordinate the seasonal operations of aquatic facilities across the Berrigan Shire, including the supervision of lifeguards and the ongoing operation.
- Liaise, consult and inform volunteer committees, user groups, government departments and the community regarding facilities and recreation services.
- Be available when scheduled on-call to keep pool operations running smoothly during the lifeguard season

Key challenges

- Staying abreast of a continually changing regulatory and economic environment.
- Managing a diverse portfolio of land and facilities across all functions of Council.

- Working with a wide range of stakeholders with varying operational and administrative capacity to deliver on agreed service levels and programs.
- Mediating conflicts relating to competing uses of Council facilities.

Key internal relationships

Who	Why
Director Community & Development	<ul style="list-style-type: none"> • Direct Report
Building Inspector/Asset Maintenance Officer	<ul style="list-style-type: none"> • Liaison regarding land and facilities maintenance
Enterprise Risk Manager	<ul style="list-style-type: none"> • Ensuring facilities are safe and fit-for-purpose
Lifeguards	<ul style="list-style-type: none"> • Direct supervision

Key external relationships

Who	Why
Lessees and Licences	<ul style="list-style-type: none"> • Management of Council's leases and licences
Council volunteers	<ul style="list-style-type: none"> • Liaise on operational issues, identify future opportunities, coordinating maintenance
Contractors	<ul style="list-style-type: none"> • Liaising on maintenance and other services

Key dimensions

Decision making

This position is responsible and accountable for decisions relating to Council's portfolio of land and facilities, including:

- Decisions about leasing and licencing of land.
- Decisions about budget and expenditure for maintaining and operating Council facilities.
- Decisions about the operations and resourcing of recreation (including aquatic) facilities.

Reports to

- Director Community & Development.

Direct reports

- Approximately ten casual lifeguards during pool season.

Essential requirements

- Experience in property management or facilities maintenance.
- Class C Driver's Licence.

Desirable experience




- First Aid.
- Worked in Local Government.
- Relevant Degree and/or at least 5 years relevant experience

Capabilities for the role


The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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

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

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate

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

Capability Group	Capability Name	Level
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships Influence and negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and prioritise	Adept	<ul style="list-style-type: none">• Consults on and delivers team/unit goals and plans, with clear performance measures• Takes into account organisational objectives when setting and reviewing team priorities and projects• Scopes and manages projects effectively, including budgets, resources and timelines• Manages risks effectively, minimising the impacts of variances from project plans• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Procurement and contracts	Advanced	<ul style="list-style-type: none">• Ensures that organisational policy on procurement and contract management is implemented• Applies knowledge of procurement and contract management risks to decisions• Ensures others understand their obligations to manage and mitigate risks in procurement• Implements effective governance arrangements to monitor provider, supplier and contractor performance• Represents the organisation in resolving disputes with suppliers and contractors.

Approved:
Karina Ewer

Signature:

Date:
XXXX

Accepted:
XXX

Signature:

Date:
XXXX