



POSITION DESCRIPTION

Position Title:	Lands Officer
Position Number:	10859
Directorate:	Development Services
Reports to:	Strategic Planning Coordinator
Department:	Approvals and Compliance
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Lands Officer works as part of the Planning team and is responsible for dealing with Crown land matters, Aboriginal Cultural Heritage, and referrals from internal and external stakeholders to ensure that the City complies with relevant legislative requirements and that the City's interests are represented.

1.1. Position Objectives

- Develop and maintain effective working relationships with the Town Planning teams and other City stakeholders, clients, and customers.
- Develop a sound knowledge of relevant legislation, policies, and procedural frameworks as the basis for assessing Crown land proposals, Aboriginal Heritage matters and responding to referrals for local government comments.
- Develop a good understanding of key considerations for the City of Karratha and applicable operational procedures and apply these when assessing Crown land proposals and referrals.
- Consistently contribute to the implementation of policies and procedures to enable the Planning team to operate effectively in delivering a flexible and responsive service to external and internal customers.
- Contribute to the performance of the Planning team in providing a consistent professional and reliable service to both external and internal customers.

2. DUTIES & RESPONSIBILITIES

2.1. Stakeholder Management & Coordination

- Develop and maintain effective working relationships with various internal departments (e.g., asset management, reserve management) to ensure seamless coordination of lands-related matters.
- Establish and maintain positive and effective working relationships with responsible State Government departments to foster collaboration and progress projects involving Crown land.
- Coordinate the process of Aboriginal Heritage related referrals and approvals, ensuring thorough coordination among relevant parties within the City.

2.2. Referral Management & Reporting

- Receive, assess, and respond to referrals from external agencies, including Crown land proposals, aboriginal heritage referrals and mining tenement applications.
- Circulate referrals to appropriate stakeholders for investigation, gather relevant information, and conduct thorough assessments.
- Analyse findings and report on key considerations related to referrals, providing insights and recommendations to determine the City's position.

2.3. Documentation & Reporting

- Prepare various types of documentation, including correspondence (including Ministerial correspondence), reports, and appropriate paperwork needed for priority projects involving Crown land and Aboriginal Cultural Heritage.
- Ensure that all documentation is prepared in accordance with relevant legislation and guidelines.

2.4. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation, and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under regular supervision of the Strategic Planning Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to interpret and apply legislation, referral processes and an understanding of the principles and practice of Crown land dealings.
- Understand the responsibilities and operations of a local government.
- Ability to apply systems and processes efficiently and effectively.

3.2. Judgement & Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

- Decision-making and problem-solving skills, including an ability to evaluate issues in a timely manner and justify recommendations.

3.3. Specialist Knowledge & Skills

- Knowledge of Crown land processes and the role of local government.
- Knowledge of mining tenement processes.
- Knowledge of Aboriginal Cultural Heritage approvals processes
- An understanding of relevant legislation, policies and procedures
- Computer skills including ability to operate Microsoft Office suite, the City's records management system (Synergy) and interpret geographic information systems.

3.4. Interpersonal Skills

- Developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to develop successful relationships with stakeholders.
- Ability to work autonomously, as well as within a team environment.
- Ability in providing high quality customer service.

3.5. Qualifications & Experience

- Experience in dealing with Crown land processes, Aboriginal Cultural Heritage approvals, mining tenements and/or State Government referrals desirable.
- Tertiary qualification in land use planning (Desirable) or an acceptable related course of study and demonstrated experience with Crown land matters, Aboriginal Cultural Heritage, and mining tenements.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)