

## Position description

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<b>Position</b>	Land Sales Officer
<b>Group</b>	Property
<b>Reports to</b>	Land Sales Manager
<b>Location</b>	1010 La Trobe Street Docklands Victoria
<b>Date</b>	May 2018

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## Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

## Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

## Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by Corporate Affairs and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

## **Our vision**

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

## **Our mission**

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

## **Our values**

- Respect
- Professionalism
- Achievement
- One team

## **Dimensions**

### **Reporting relationships:**

The Land Sales Officer reports directly to the Land Sales Manager, and works closely with the Land Sales Manager and Project Managers within the Land Sales team, the Land Assessment Team and the wider Property Group.

### **Budget:**

The Land Sales Officer is responsible for contributing to the Asset Sales Revenue target as outlined in the Corporate Plan each financial year.

### **Other:**

### **Purpose of the position**

The Land Sales Officer is responsible for the co-ordination and delivery of various property sales and title management within the Property Group. The Position plays a key support role to the Land Sale Manager, Property Group in the provision of co-ordinating property transactions which are vital to the delivery of the annual sales budget and maintaining our land holding records.

### **Key accountabilities/functions**

The Land Sales Officer is responsible for complying with the overall strategic plan for the sales program in conjunction with the Development and Land Assessment teams to help achieve key outcomes including;

- Co-ordinate 20 – 30 sale projects and sale transactions (Value range average \$5k - \$5m each) per annum and maintain compliance, legislation and VicTrack policy and procedure.
- Assist colleagues/external stakeholders with queries in respect to VicTrack land holdings

- Work closely with local councils, where appropriate planning approvals are required
- Develop and maintain key relationships with State Government, Government Agencies eg VicRoads, DELWP, VGLM and local councils where appropriate
- Assist with the appointment and coordination of external agents for sales programs
- Support the delivery of sales campaigns within the Land Sales team
- Participate in activities that contribute to the strategic approach to site disposals, track and report outcomes from the Strategic Land Assessment, Application Review Meetings through to Land Assessment and Sale processes.
- Assist the Planning Manager to rezone land through the Planning Scheme Amendment Process.
- Coordinate the subdivision of land process including the arrangement for planning permit conditions to be discharged.
- Coordinate the divestment and sale process of Crown land.
- Prepare briefs for disposal of land to achieve delegated approval of the General Manager, Property Group for the sale.
- Contribute to prepare the Land Sales Program as part of the VicTrack annual Corporate Plan.
- Co-ordinate First Right of Refusal process under VGLM policy and guidelines.
- Co-ordinate the preparation of Contracts of Sales in conjunction with legal advisors and in a timely manner.

### Customer focus

At VicTrack we require staff to practice customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

### Safety responsibilities

Ensure safety instructions are adhered to and report any inappropriate practices and incidents. Comply with *Occupational Health & Safety Act* in regard to self, tenants and customers.

### Train track safety awareness

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;
- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and/incidents;
- Report any railway safety problems/hazards of which they become aware to the Manager, Safety

## Individual attributes

### Technical experience

- Understanding of Government land sales processes – VicTrack, VGV, VGLM, DTF & DTPLI land sales procedures
- Ability to interpret and apply relevant legislation including *Transport Integration Act 2010*
- Land Survey experience or related skills/knowledge
- Understanding of land titles and relevant documentation
- Good understanding of the disposal process
- Understanding of sale documentation including contracts, vendor statements, s173 agreements etc.
- Knowledge and awareness of the Real Estate market

### Qualifications and experience

- Real estate experience required (qualified or obtaining your real estate license preferred, but not essential)
- Real estate agent representative course

### Skills & abilities

- Ability to apply Project management principles.
- Ability to diagnose and set out steps to achieve desired outcomes
- Good communication skills both verbal and written.
- Highly developed interpersonal skills to work with internal and external stakeholders on a variety of issues with sensitivity and commercial awareness.
- Autonomous, self-starter.
- Ability to work within a dynamic team environment.
- Strong organisational skills to prioritise conflicting deadlines in a fast paced environment.

## Interpersonal and other features

### Internal relationships:

- Land Sales Manager/General Manager of Property Group
- Group Managers of Property Group
- VicTrack team members

### External relationships:

- State Government Departments

- Department of Transport, Planning and Local Infrastructure
- Department of Treasury and Finance
- Local Government
- Valuer General Victoria
- Victorian Government Land Monitor