

Position description

Position	Land Sales Officer
Group	Property
Reports to	Land Sales Manager
Location	1010 La Trobe Street Docklands Victoria
Date	August 2021
Tenure	Full-time Permanent

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack's Telecommunications Network is deemed 'vital critical infrastructure' – being of state significance and therefore critical to the continuity of the supply of essential services to the state, and to the overall economic and social wellbeing of Victorians.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Business Services and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships:

The Land Sales Officer reports directly to the Land Sales Manager.

Budget:

N/A.

Other:

N/A.

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 Sales 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

- Coordinate sale projects and sale transactions (Value range average \$5k - \$5m each) per annum and maintain compliance with legislation and VicTrack policy and procedures.
- Provide professional advice to colleagues/external stakeholders to queries regarding disposal of VicTrack land holdings.
- Develop and maintain key relationships with State Government, Government Agencies eg DoT, DELWP, VGLM and local councils where appropriate and where planning approvals are required.
- Coordinate and provide support for the delivery of sales campaigns within the Land Sales team, including assisting with the appointment and coordination of external agents for sales programs.
- Participate in activities that contribute to the strategic approach of site disposals, including outcomes from the Strategic Land Assessment Review Meetings and both internal and external customer enquiries.
- Assist in all functions of preparing surplus government land for sale, which can include the following:
 - Coordinating rezoning of land with the Planning Manager through the planning scheme amendment process;
 - Coordinating the subdivision of land process, including the arrangement for planning permit conditions to be discharged. This may also include coordinating the divestment and sale process of Crown Land;
 - Preparing briefs for disposal of land to achieve delegated approval of the Executive General Manager, Property Group for the sale;
 - Contributing to the preparation of the Land Sales Program as part of the VicTrack annual Corporate Plan;
 - Coordinating First Right of Refusal process under VGLM policy and guidelines and
 - Coordinating the preparation of Contracts of Sale in conjunction with legal advisors in a timely manner.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

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

- 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 unsafe conditions and/or incidents

- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

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

Knowledge & Experience

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

Skills

- 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.
- Ability to adapt in a changing environment.

Interpersonal and other features

Internal relationships:

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

External relationships:

- State Government Departments
- Department of Transport
- Department of Jobs, Precincts and Regions

- Department of Treasury and Finance
- Local Government
- Valuer General Victoria
- Victorian Government Land Monitor