



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

LEASE OFFICER (KINGAROY)

Permanent Full Time

\$71K - \$82K per annum + Allowances + Super

Council is seeking an officer to implement policies and procedures that ensure the effective management of Council controlled land and buildings, in a timely, compliant, cost effective and environmentally sustainable manner. This position will prepare, review and update leasing contracts/ documentation on behalf of Council, liaise with community and not for profit groups in the development and operation of leasing agreements and negotiate leasing terms and conditions with community groups. This will include presenting information at community meetings, and provide accurate and timely communication to community stakeholders. The successful applicant will have a willingness to work with community groups, negotiate with community organisations, stakeholder engagement, have proven ability to interpret and understand the legal implications of lease and tenancy agreements and provide appropriate advice. Demonstrated problem solving skills and initiative, with a high degree of flexibility, including the ability to initiate and respond effectively to change will be highly regarded in this role.

** Participation in after hours and weekend work is a requirement of this position*

MANDATORY:

- Minimum requirement of a current C Class driver's licence.
- Working with Children and the Aged (Blue Card).
- Justice of the Peace qualification or eligibility to obtain (desirable).
- Qualification in a relevant field (e.g. Paralegal, Community Development) (desirable).

BENEFITS INCLUDE:

- Work/Life balance (9 Day Fortnight Roster).
- Up to 12% employer superannuation contribution.
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs.

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to

www.southburnett.qld.gov.au

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 19 JULY 2024