

## Property Information Officer

<b>Location</b>	Thames Coromandel District	
<b>Reports to</b>	ICT Operations Manager	
<b>Group</b>	Corporate Services	
<b>Direct Reports</b>	Nil	
<b>Financial Authority</b>	Nil	
<b>Functional Relationships</b>	<i>Internal</i> Information Services Manager and Team, Rates Team, Customer Services Team, management and all of Council staff.	<i>External</i> Real estate agents, rate payers, LINZ, Regional Council, land developers and members of the public

### Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best we can**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

### How you fit

The **Property Information Officer** role is responsible for creating, administering and maintaining high quality property data records; including the creation of new property parcels and the ongoing update, audit and review of property data to ensure the utmost integrity and accuracy of Council's property and land data information.

## Your responsibilities

Accountable for	Successful when
<b>Property Records and Data within TCDC systems</b>	<p>Creation and maintenance of all property records for TCDC is accurate and within agreed timeframes; including but not limited to:</p> <ul style="list-style-type: none"> <li>• Subdivisions</li> <li>• Transference of associated data to new property records</li> <li>• Boundary Adjustments</li> <li>• New roads and realignments</li> <li>• Flats plan updates</li> <li>• Street numbering</li> <li>• Parcel reference matching with GIS systems</li> <li>• Hazard Information</li> </ul>
<b>Key Stakeholder Engagement</b>	<p>Acting as information owner, liaison and primary contact for TCDC, all property related updates and notifications are up to date; including any feedback or correspondence to or from:</p> <ul style="list-style-type: none"> <li>• Internal Departments</li> <li>• LINZ</li> <li>• Waikato Regional Council</li> <li>• Customers and other invested parties</li> </ul> <p>New and changed property related standards, regulations or any other relevant information is communicated effectively to all stakeholders.</p>
<b>Land Information (LIM) Support</b>	<p>Processing of Land Information Memorandum (LIMs) to support LIMs team as required.</p>
<b>Support, Documentation and Training</b>	<p>Effective liaison and collaborate is in place with: Other Councils; LINZ regarding CT issues and addressing related matters; Waikato Regional Council in relation to hazardous or contaminated land within the Thames-Coromandel district.</p> <p>Inductions and Training for new and existing staff is facilitated as needed.</p> <p>Other property related activities are efficiently managed and will include but not be limited to</p> <ul style="list-style-type: none"> <li>• Responding to Record of Title (RT) and other addressing related queries</li> <li>• Responding to general property related issues in relation to LIMs, covenants, conditions, etc.</li> <li>• Provide advice and support for any project related work impacting on properties within the district</li> </ul>
<b>Team Support</b>	<p>Appropriate advice and guidance is provided to team members.</p> <p>Support is provided to the Manager as requested.</p>

	<p>A lead is taken in the significant and complex issues and cases that come to the team.</p> <p>New innovations are identified for ongoing system improvement.</p> <p>Standards and best practices as set by external governing bodies are followed.</p>
<b>Relationship Management</b>	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and/or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>
<b>Organisational Support</b>	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
<b>Health, Safety &amp; Wellbeing</b>	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
<b>Te Tiriti o Waitangi</b>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

## About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Property Information Officer* will need the following to succeed:

<b>Education / Training</b>	Experience in a similar or relevant role
<b>Experience</b>	<p>An awareness of key local government legislation and its applicability to the maintenance, management and reporting of property data and information. With an understanding of</p> <ul style="list-style-type: none"><li>• Property creation and subdivisions</li><li>• Rating and valuations</li><li>• Road and street numbering</li><li>• Hazard information</li><li>• Deposited plans</li><li>• Experience with Infor's Pathway</li></ul> <p>Proficient in Office applications including Word, Excel and Outlook.</p>
<b>Knowledge, skills and attributes</b>	<p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- This position description may be amended by the employer following reasonable notice to me
- I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date