

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Project Property Officer

Division: National Parks and Public Lands

Classification Level: ASO5

Branch/Unit: Public Lands and Business Partnerships / Business Partnerships

CHRIS Position Number: P58681

Reports to (Title): Team Leader, Case Management

About the Agency – [Department for Environment and Water](#)

About the Role

The Project Property Officer will report to the Team Leader, Case Management within the Business Partnerships Unit of the Public Lands and Business Partnerships Branch. The Project Property Officer role will be responsible for the delivery of projects to support the Department to achieve its Crown land revenue targets, management of complex Crown land disposal transactions and to provide high level written advice to a range of stakeholders including other government agencies and the Minister. In addition, this role will also provide technical advice, in accordance with legislation and policy, to clients and key stakeholders in regard to the assessment, allocation and disposal of land and the administration of Crown land tenures.

Key Role Outcomes

- Complex issues relating to Crown land disposal, allocation, revocation or dedication, creation of rights, native title investigations are administered in accordance with relevant policies and legislation.
- Unsolicited and solicited proposals for the disposal and lease of public land are assessed in accordance with relevant policies and legislation.
- Contribute to the development and delivery of the Disposals Strategy and deliver projects that support the Department to achieve its Crown land revenue targets and other priority projects across the Business Partnerships unit.
- Stakeholders including Ministerial delegates, Senior Executives and the Minister are provided with high level written advice.
- Transactions are autonomously managed with limited supervision in a collaborative risk based manner.
- Relationships are managed and collaborative outcomes are sourced with DEW Regional staff and key Crown Lands partners (in particular DIT, Renewal SA and local councils).
- Departmental records are maintained in compliance with relevant legislation, Government and departmental records management policies and current administrative practice.

Essential Criteria (including qualifications)

- Shows accuracy in evaluating information and interpreting it to reach useful conclusions.
- Writes fluently, conveying complex information in a way that the reader will easily understand its message.

- Is able to identify accurately and break down appropriately the underlying issues in a way that demonstrates clear understanding of the problem.
- Is able to Interpret and apply legislation and policy relating to Crown Land tenure administration.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is essential.

Key Relationships/Interactions

- Manager Business Partnerships
- SA Government Agency liaisons
- Department for Infrastructure and Transport Accommodation Division
- Department for Treasury and Finance Unsolicited Proposals
- Department of State Development Case Management – Investment
- Department of Health Property/Accommodation Services
- Department for Education Asset and Business Services
- SAPOL Asset and Business Services
- Renewal SA Case Managers and Project Managers
- Crown Lands Senior Property Officers
- Work effectively with clients within and external to the Agency, including non-government clients and members of the public.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- This role has been identified as a:

Position of trust ☒

Prescribed position ☐

Not applicable ☐

The following screening check(s) is/are required:

- You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and Changes	• Thinking & Acting Strategically • Leading & Influencing Change	• Raises potential options for consideration arising from research analysis. • Can identify and articulate potential issues and implications. • Is comfortable in integrating changes within own area of responsibility.

Achieves Results	• Delivering Effective Outcomes • Assuming Accountability	• Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Willingly accepts responsibility for own work. • Shows initiative in moving projects forward and dealing with potential problems.
Drives Business Excellence	• Delivering Effective Outcomes • Facilitating Quality and Continuous Improvement	• Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Monitors and questions the effectiveness of existing practices within the team. • Acts as a role model by striving to deliver quality outcomes even when under pressure.
Forges Relationships and Engages Others	• Establishing & Maintaining Networks	• Works well with others and is effective in collaborating with colleagues across the Agency. • Builds trust in relationships through maintaining confidentiality and 'following through'.
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values • Displaying Flexibility and Resilience	• Sets an example to others by role modelling professional and ethical behaviour. • Quickly regains focus in the face of unexpected setbacks.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the DEW Corporate Plan.
- Actively participate in the Department's Performance Review and Development Program.

- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	22/02/2022	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	13/08/2026
RD template version:	June 2026		