

# Employment Information Package

## Strategic Property Officer

**Position number:** POS1850

**Enquiries:**

**Name:** Sharin Imlach

**Position:** Team Leader Property

**Phone:** 03 6323 3182

**Email:** [sharin.imlach@launceston.tas.gov.au](mailto:sharin.imlach@launceston.tas.gov.au)

**Application closing date:** THURSDAY 14 MAY 2026

📍 Town Hall  
18-28 St John Street  
Launceston TAS 7250

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TAS 7250

☎️ 03 6323 3000  
@ [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)  
🌐 [launceston.tas.gov.au](http://launceston.tas.gov.au)

 City of  
**LAUNCESTON**

# Contents

About the City of Launceston	3
City of Launceston Organisational Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

**Address applications to:**

Senior Leader People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

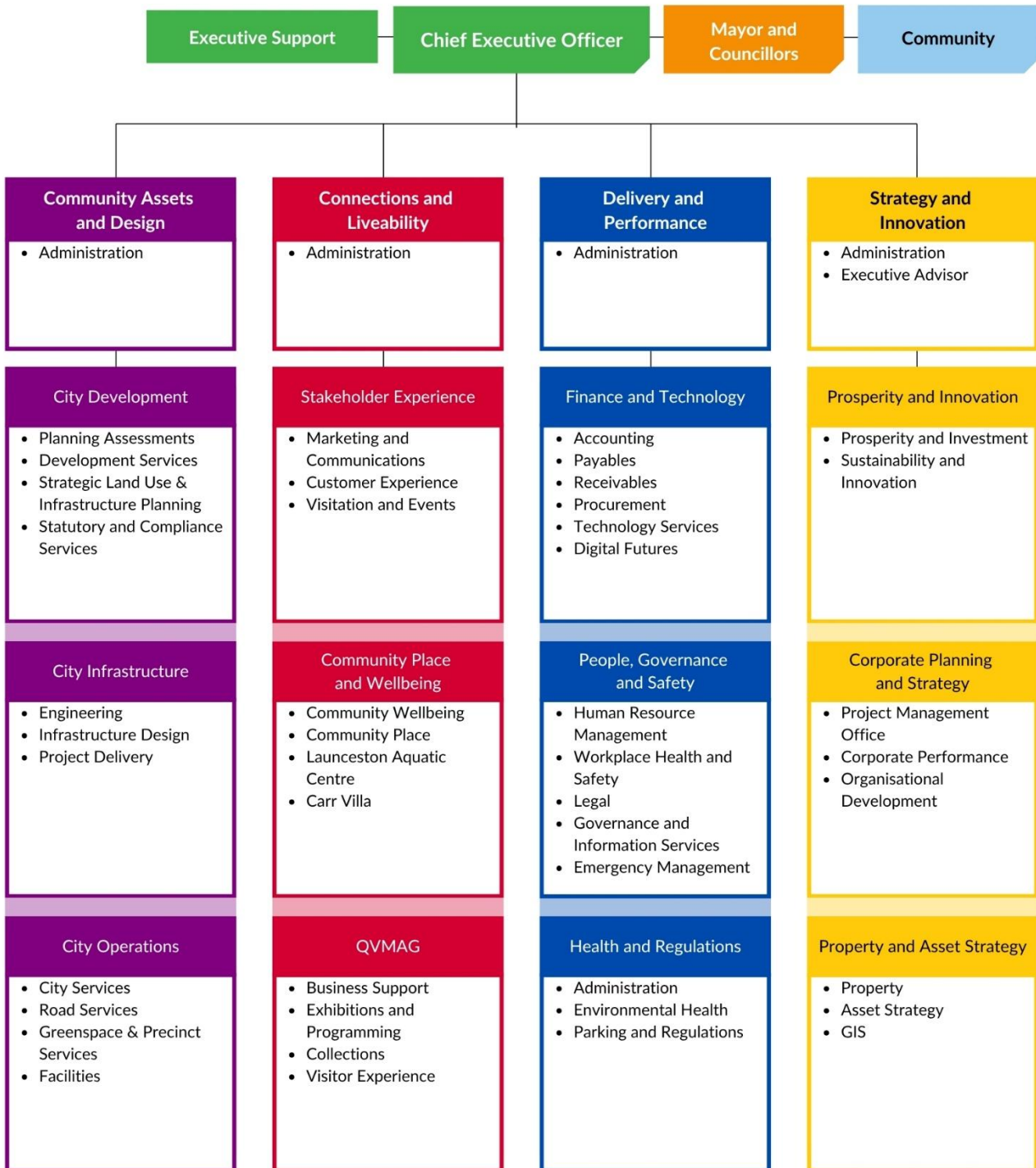
Click [here](#) to view City of Launceston's strategic and annual reporting.

## **The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

### **Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

## 1. Application received

## 2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

## 3. Interview

## 4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

*All costs covered by City of Launceston*

## 5. Suitability determination and preferred candidate identified

## 6. Letter of Offer



# General conditions of employment

<b>Position title</b>	Strategic Property Officer
<b>Employment terms</b>	Permanent full time
<b>Working pattern</b>	19 day month
<b>Total remuneration</b>	\$114,391 to \$130,196 per annum* <i>*Total remuneration includes superannuation, as detailed below</i>
	<b>Base salary</b> \$99,255 to \$112,968
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

# Position Description

PF NUMBER:		POS NUMBER:	POS1850
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POSITION TITLE:	Strategic Property Officer
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Property Property and Asset Strategy Strategy and Innovation
REPORTS TO:	Team Leader Property
PREPARED BY:	Sharin Imlach
DATE:	15 April 2026

APPROVED BY:	
NAME:	Erica Deegan
POSITION:	Senior Leader Property and Asset Strategy

## POSITION PURPOSE (Why does this position exist)

This position is responsible for the strategic management of Council property assets, including feasibility studies, planning, project delivery, and evaluation of properties for acquisition, development, or disposal. The role delivers property investment initiatives aligned with the City of Launceston's Strategic Plan, Annual Plan, and Capital Program, supporting key organisational priorities and long-term community outcomes.

Projects may include developing investment strategies and integrated property plans that improve asset use, support service delivery, and enable redevelopment or repurposing of Council-owned land.

Current work includes identifying and assessing properties for disposal or redevelopment and supporting strategic land acquisitions to meet operational needs and deliver community outcomes.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

# OUR VALUES



**Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



**We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



**We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



**We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions.  Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
<b>Technical</b>		
Strategic Land and Property Review	<ul style="list-style-type: none"> <li>• Lead the planning and evaluation of strategic property initiatives identified by the Executive Leadership Team (ELT) to support organisational goals.</li> <li>• Conduct feasibility studies and prepare business cases and financial models for acquisitions, disposals, or redevelopment opportunities.</li> <li>• Coordinate due diligence activities and land use analysis.</li> </ul>	Delivery of strategic property projects and initiatives that align with Council's strategic priorities and contribute to long-term community outcomes.
Property Transactions and Advice	<ul style="list-style-type: none"> <li>• Coordinate property transactions including acquisitions and disposals.</li> <li>• Ensure the completions of documents and legal transfers with internal and external stakeholders.</li> <li>• Undertake research, prepare reports, valuations and documents necessary to successfully complete projects.</li> </ul>	Property transactions are transparent, efficient and deliver value for Council and the community.
Project Management	<ul style="list-style-type: none"> <li>• Plan, execute, and deliver property-related projects of strategic significance, ensuring they are completed on time, within budget, and to the required standards.</li> <li>• Address project risks and roadblocks, implementing solutions to maintain progress.</li> </ul>	Projects are delivered on schedule, within budget, and to specified quality standards, demonstrating efficient use of resources.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> <li>• Monitor project progress, ensuring alignment with objectives and compliance with relevant legislation, policies, and guidelines.</li> <li>• Prepare detailed reports and recommendations to inform ELT and Council decision-making.</li> </ul>	
Communication, Engagement and Collaboration	<ul style="list-style-type: none"> <li>• Maintain open communication with and clear direction for all relevant project staff and management to facilitate awareness of key activity on the project.</li> <li>• Facilitate cross-organisational collaboration and engagement with internal and external stakeholders, including consultants, developers, and community representatives.</li> <li>• Lead internal working groups or multi-disciplinary teams</li> <li>• Build and maintain productive relationships to support project outcomes.</li> <li>• Coordinate with legal and regulatory bodies to ensure property transactions comply with all requirements.</li> <li>• Facilitate community consultation processes related to property projects, ensuring transparency and inclusiveness.</li> </ul>	Effective engagement with ELT and Council staff, external service providers, and stakeholders, to foster strong relationships and ensure alignment of project objectives.
Consultant management	<ul style="list-style-type: none"> <li>• Engage and provide direction and advice to consultants where required to facilitate delivery of projects.</li> </ul>	Program of projects delivered
Reporting and compliance	<ul style="list-style-type: none"> <li>• Monitor project progress, ensuring alignment with objectives and compliance with relevant legislation, policies, and guidelines.</li> <li>• Prepare detailed reports and recommendations to inform Council decision-making.</li> </ul>	<p>Accurate, timely reporting and adherence to legal and policy requirements</p> <p>Councillors, ELT and project participants are informed on project progress</p>
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	(Section 28 Work Health & Safety Act 2012)	
<p><b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
Working with Vulnerable People Check required?	NO
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
<b>Organisational</b>
<ul style="list-style-type: none"> <li>Community Focused: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focused: takes responsibility for own and team's health, well-being and self-care</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>Strong analytical skills with the ability to assess options and develop strategic recommendations</li> <li>High-level skills in preparing business cases, financial models, and feasibility assessments</li> <li>Strong interpersonal and negotiation skills, with the ability to build and maintain relationships with a diverse range of stakeholders, including internal teams, developers, consultants, and the community.</li> <li>Ability to deliver complex multi-disciplinary projects</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Minimum 5 years' experience in the management of complex projects as relevant to the role.</li> <li>Relevant tertiary qualifications and experience in property management, urban planning, real estate, or a related field.</li> <li>Demonstrated experience in leading and managing complex, multi-stakeholder projects, including financial and risk management.</li> </ul>

REPORTING STRUCTURE	
Leader	Team Leader Property
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Executive Leader Strategy and Innovation	Brief and keep informed regarding property initiatives.

Senior Leader Property and Asset Strategy, Team Leader Property	Provide updates, seek direction and deliver reports.
Senior Leaders, Team Leaders and Officers	Work collaboratively to ensure strategic property management and associated actions support the organisation to deliver Councils priorities.
Cross Council Teams	Collaborate and provide information and advice.
<b>External</b>	<b>Nature of Relationships</b>
Public	Respond to external enquiries within the position's scope.
Consultants and Contractors	Management of consultants and contractors to deliver professional services as required.
Government Departments	Collaborate and engage on projects
Property owners, agents, and developers	Project liaison and engagement

<b>DELEGATIONS &amp; AUTHORISATIONS (Local Government Act, By-Laws etc)</b>	
Purchasing Approvals	Limit \$0

## Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

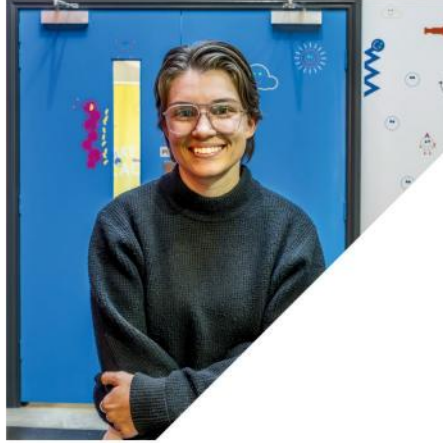
By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

## OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



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