

Employment Information Package

Team Leader Property

Position number: POS1942

Enquiries:

Name: Erica Deegan

Position: Senior Leader Asset Management Project

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Email: erica.deegan@launceston.tas.gov.au

Please note: unavailable for enquires between 24 January 2026 - 1 February 2026

Application closing date: 3.00PM, WEDNESDAY, 4 FEBRUARY 2026

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

✉ PO Box 396
Launceston
TAS 7250

☎ 03 6323 3000
@ contactus@launceston.tas.gov.au
🌐 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

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.

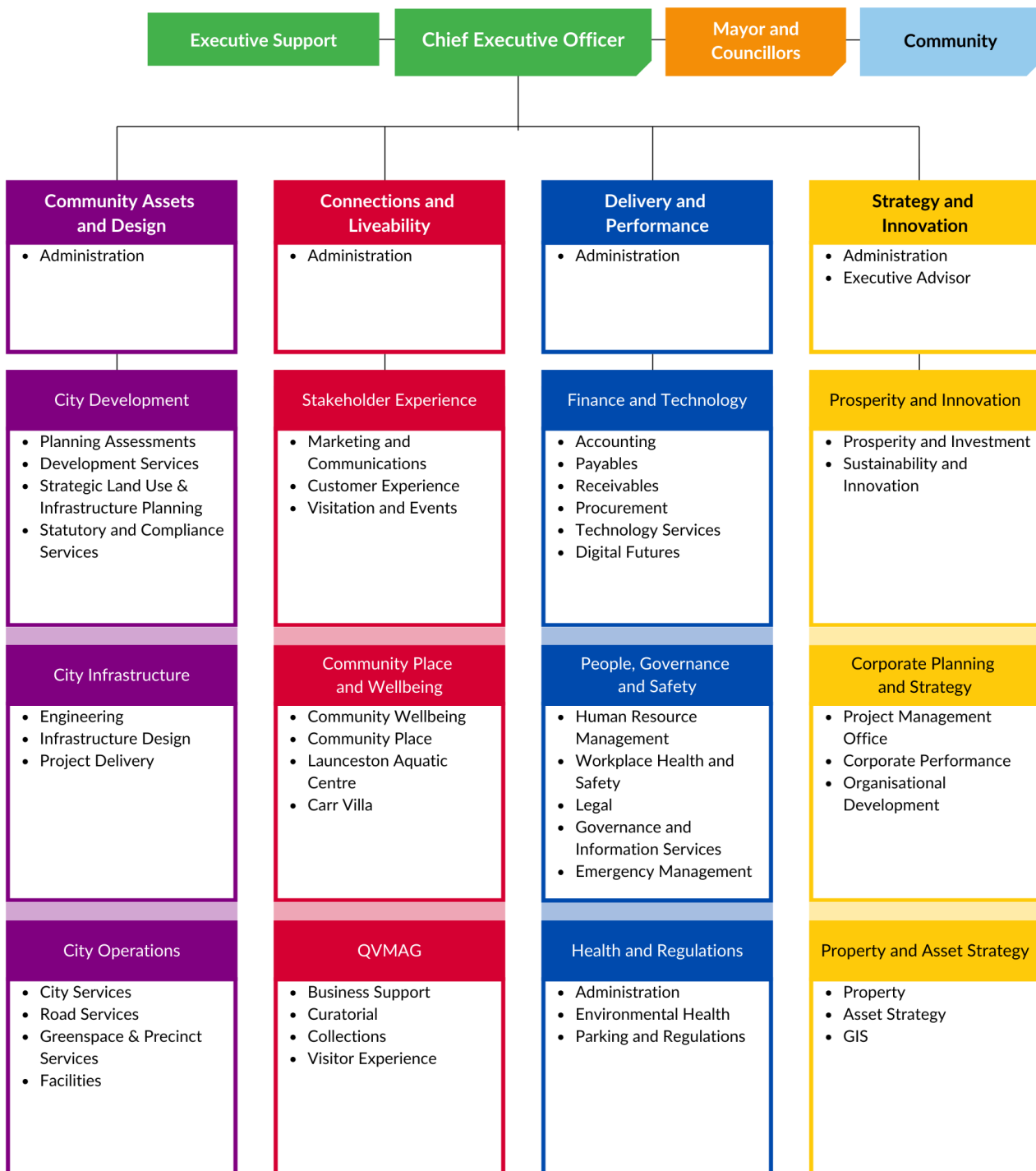
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

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 Structure



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, 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

Position title	Team Leader Property
Employment terms	Permanent, Full Time
Working pattern	19 Day Month
Total remuneration	<p>\$133,040 - \$145,373 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$ 115,436 - \$126,137</p>
Superannuation	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:	POS1942
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POSITION TITLE:	Team Leader Property
AWARD CLASSIFICATION:	Grade 7
EMPLOYEE:	
TEAM:	Property and Asset Strategy
REPORTS TO:	Senior Leader Property and Asset Strategy
PREPARED BY:	Jane Lewis
DATE:	December 2025

APPROVED BY:	
NAME:	Jane Lewis
POSITION:	Executive Leader Strategy and Innovation
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The Team Leader Property provides leadership, coordination, and strategic oversight of Council's property portfolio (land and buildings), including acquisitions, repurposing, alternative uses, disposals, leasing, and the management of Council-owned and leased properties.</p> <p>The role also considers future use of Council property; investment potential and opportunities for partnerships or collaboration with other entities that activate and contribute to the prosperity of the City.</p> <p>This role ensures that Council's property assets are managed sustainably to maximise community, environmental, and financial value while supporting organisational priorities and service delivery needs.</p> <p>The position leads a professional team responsible for property transactions, negotiation of leasing agreements, and portfolio administration, promoting best practice to ensure efficient and effective property governance, compliance, and customer service.</p>

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 ...
Leadership		
City of Launceston's Values	<p>Behave in a way that supports the City of Launceston's values.</p> <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
People Leadership	<p>Engage and motivate employees, develop capability and potential in others and role model a safe and constructive culture, in line with Our Values.</p> <p>Communicate organisational goals, priorities and vision and recognise achievements.</p> <p>Communicate clearly and respectfully, listen and encourage input from others.</p> <p>Create an environment where our workforce adapts and responds to changing needs.</p> <p>Achieve results through efficient use of resources and a commitment to quality outcomes.</p>	<p>Roles and responsibilities are clearly defined and understood.</p> <p>Clear performance standards and goals are set and monitored.</p> <p>Regular, clear and constructive two-way feedback is provided and received.</p> <p>Learning and developing opportunities are made available.</p> <p>A supportive and well-performing team environment is maintained.</p>
Resource Management - financial, equipment, technology	<p>Manage budget and procurement processes within authorisations and policy requirements and demonstrate financial responsibility.</p> <p>Use, allocate and maintain plant and equipment appropriately.</p> <p>Use technology and information to maximise efficiency and effectiveness.</p>	<p>Budgets are monitored and accurately maintained.</p> <p>Plant and equipment is fit for purpose.</p> <p>New and existing technologies are utilised effectively.</p>
Service Planning & Delivery	<p>Plan and prioritise work in line with organisational goals and adjust to changing priorities.</p> <p>Think, analyse and consider the broader context to develop practical solutions to solve problems.</p>	<p>The team is clear on their priorities.</p> <p>Work practices are continually reviewed and improved.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Encourage and suggest new ideas and demonstrate a commitment to continuous improvement.</p> <p>Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Commit to delivering community focused services in line with strategic goals.</p>	<p>Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity.</p> <p>Customers are responded to and feedback is sought.</p>
Safety & Risk Management	<p>Ensure safety and risk management practices form part of all work activities.</p> <p>Ensure the Safety Circle learnings are practiced and encouraged.</p>	Safety and risk considerations are reflected in work activities.
Collaborate	<p>Work collaboratively within your team and across other teams.</p> <p>Support delivery of the Team's strategic and annual plan actions.</p> <p>Work with other teams as relevant to technical role accountabilities.</p>	<p>Team meetings that encourage input from team members.</p> <p>Collaborative opportunities are sought across other teams.</p>
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.
Technical		
Leadership and Team Management	<p>Lead, support, and develop a team responsible for Council's property, leasing, acquisition and disposal functions.</p> <p>Foster a values-driven, collaborative, and high-performing team culture.</p> <p>Provide clear direction, monitor workloads, and support professional development.</p> <p>Model City of Launceston's leadership expectations.</p>	<p>The team is skilled, engaged, capable and delivers quality outcomes aligned to organisational goals that demonstrate accountability.</p> <p>A strong, cohesive team culture supports innovation and shared success.</p>
Strategic Property Planning and Advice	Develop and implement Council's strategy for property management. Identify opportunities for consolidation, partnerships, or development to maximise property utilisation and contribute to the prosperity of the City	Strategic property initiatives align with corporate goals and optimise portfolio performance.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>and ensuring the property portfolio meets current and projected needs.</p> <p>Support long-term planning and policy development for property and leasing frameworks.</p> <p>Co-ordinate major property development and redevelopment of property in line with Council's adopted strategic direction. This includes working with other areas of Council in formulating strategies for the best utilisation of Council's assets.</p>	
Property Portfolio Management	<p>Oversee the management of Council's property portfolio which includes land and buildings, ensuring it supports strategic objectives and community needs.</p> <p>Coordinate property acquisitions, repurposing, alternative uses, disposals, and strategic property reviews. Ensure compliance with legislative and policy requirements for all transactions.</p> <p>Support the Facilities Team in coordination of any activities or works required for Council-owned and leased properties.</p> <p>Ensure all alterations, improvements or works on Council-owned property are appropriately approved, documented and undertaken in accordance with lease/licence conditions, Council policies, building codes and statutory requirements.</p> <p>Coordinate with Facilities and Project Delivery teams to verify compliance with safety standards, heritage constraints and asset management plans before works commence.</p> <p>Maintain accurate records of approved alterations and update property registers and asset data accordingly.</p>	<p>Property assets are well-managed, compliant, and deliver optimal community and financial outcomes.</p> <p>Any changes are documented and incorporated in both leases and the City of Launceston's asset data.</p>
Leasing and Tenancy management	<p>Lead leasing activities for Council-owned and leased properties.</p> <p>Oversee lease negotiations, renewals, rent reviews, and documentation.</p>	<p>Leasing activities are compliant, efficient, and deliver equitable, transparent outcomes.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Collaborate with lessees and tenants to address and resolve any conflict with the use of Council owned leased properties.</p> <p>Ensure accurate lease registers are maintained and updated within asset management systems, and ensure compliance with terms and obligations.</p>	<p>Prompt resolution of any conflicts.</p> <p>Accurate and up to date lease registers are maintained.</p>
Property Governance and Compliance	<p>Ensure property transactions, valuations, and negotiations comply with legislation, regulations, and Council policy.</p> <p>Ensure robust recordkeeping and reporting systems for property and lease information.</p> <p>Support the Facilities Team in coordination of any works on leased properties.</p> <p>Work collaboratively with community groups and sporting clubs to ensure Council's facilities are well utilised and build their capacity to support good governance in the management of Council leased facilities.</p> <p>Provide advice to Leadership, Councillors, and staff on property-related matters.</p> <p>Promote best practice in property governance, compliance, and customer service.</p>	<p>Property activities are transparent, compliant, and aligned with good governance standards.</p> <p>Effective relationships established and maintained with a range of community user groups.</p> <p>Timely and professional advice provided in line with best practice property governance.</p>
Customer and Stakeholder Engagement, through cross-functional collaboration	<p>Build and maintain strong and positive relationships with tenants, community groups, government agencies, and internal stakeholders.</p> <p>Respond to property-related enquiries and provide professional advice.</p> <p>Ensure stakeholder communication is timely, consistent, and customer-focused.</p> <p>Facilitate collaboration across Teams to optimise resource use and align priorities.</p>	<p>Strong stakeholders experience professional, transparent, and proactive engagement.</p> <p>Strong internal and external partnerships enhance integration and innovation.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
Risk, Compliance, and Safety	<p>Ensure project risk management, compliance, and safety practices are integrated throughout the project lifecycle.</p> <p>Contribute to audit processes, lessons-learned reviews, and risk mitigation planning.</p>	<p>Projects are delivered safely, ethically, and in compliance with legislative and policy frameworks.</p> <p>Lessons learned inform continuous improvement.</p>
Financial and Contract Management	<p>Manage Council's Property portfolio and seek best value return ensuring that property assets are managed to maximise community, environmental, and financial value while supporting organisational strategic priorities and service delivery needs.</p> <p>Manage external service providers and consultants as required.</p> <p>Support budgeting and reporting for property-related activities.</p>	Financial management is accurate and transparent, supporting sustainable property outcomes.
Continuous Improvement and Innovation	<p>Identify and implement improvements to property systems, policies, and processes.</p> <p>Promote digital tools, automation, and reporting enhancements for efficiency and transparency.</p> <p>Encourage innovation and learning within the team.</p>	Property management practices continuously evolve to improve efficiency and value for Council and the community.
Emergency Management	Undertake emergency management responsibilities as directed by the Municipal Emergency Management Coordinator.	Appropriate and timely advice provided to the Municipal Emergency Management Coordinator.
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</p>	

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

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

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
<ul style="list-style-type: none"> Manage & Develop People: Lead, mentor and develop team members to achieve required skills and to work efficiently Financial Management: manages financial resources responsibly Inspire Direction & Purpose: generates support and commitment to team and organisational goals Work Collaboratively: works collaboratively within own team and across the organisation Assess and analyse data, and prepare reports. Property and Leasing Expertise: comprehensive knowledge of property law, leasing and valuation principles in a local government context. Strategic and Analytical Thinking: understands the long term implications of property decisions and integrates strategic insight into operational delivery. Stakeholder and Relationship Management: builds trusted relationships with tenants, community groups and internal partners to achieve shared goals.

<ul style="list-style-type: none"> Governance and Compliance: ensures property activities meet statutory , policy and ethical standards with transparency and compliance
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> Relevant qualification from a tertiary institution, or substantial relevant work experience with the desire to undertake formal qualifications.
<ul style="list-style-type: none"> Proven experience in property and lease management, preferably within local government or a large organisation.
<ul style="list-style-type: none"> Demonstrated understanding of property law, valuation, and transaction processes.
<ul style="list-style-type: none"> Experience leading or coordinating staff in a property or asset management environment
<ul style="list-style-type: none"> Strong stakeholder engagement and negotiation skills.
<ul style="list-style-type: none"> Current Driver's Licence.

REPORTING STRUCTURE	
Leader	Senior Leader Property and Asset Strategy
Direct Reports	4

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Senior Leader Property and Asset Strategy	Receive direction, provide advice, and contribute to strategic property planning.
Asset Strategy Team	Collaborate on property asset data, strategic planning, and integration with asset systems.
Facilities Team	Collaborate regarding leased properties to ensure.
Finance and Technology Legal and Governance Teams	Ensure compliance, reporting, and risk management of property transactions.
External	Nature of Relationships
Tenants, Community Groups, and Partners	Collaborate, negotiate and manage leases and maintain positive, transparent relationships.
Real Estate Agents, Valuers, and Consultants	Engage for professional property and valuation services.
Government and Regulatory Bodies	Liaise on compliance, land use, and property-related regulations.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit 10,000

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 current Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a Team Leader</p> <ul style="list-style-type: none">• Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism;• Seeks and accepts challenging assignments and other development opportunities;• Seeks feedback broadly and asks others for help with own development areas;• Translates feedback into an opportunity to develop;• Demonstrates relevant leadership capabilities; and• Actively participates in development opportunities.

