

Role Description

(Non-Manager)



Role Title: Conveyancer

Division: National Parks and Wildlife Service

Classification Level: ASO5

Branch/Unit: Tourism and Commercial Services, Crown Lands Program

CHRIS Position Number: P58546

Reports to (Title): Senior Conveyancer

Our Organisation

The Department for Environment and Water (DEW) works to help South Australians conserve, sustain and prosper. Our work is critical to South Australia's future social, environmental and economic prosperity and well-being. We aim to be a flexible, responsive and influential adviser to Government and we deliver high quality policy, programs and assets across our wide and diverse portfolio of responsibilities. We have embraced technology that enables our people to have impact no matter where they live or how they work. Collaboration, diversity, inclusion, customer service and outcomes all matter to us. We work in partnership with community, traditional owners, industry and stakeholders to get results.

Purpose

The National Parks and Wildlife Service is a division of DEW that conserves nature, parks and places that enrich our identity and benefit our community. With over 358 reserves covering approximately 22% of South Australia, the work of the Division supports broad goals associated with conservation and scientific endeavour, nature-based tourism and visitor services, community health and wellbeing, and reconciliation.

The Division's business is delivered through seven regions, where park staff work with the community and key partners to manage the protected area estate and Crown land, which includes diverse terrestrial, marine and riverine environments. Regions maintain a focus on the delivery of park management programs, which span the fields of conservation and wildlife management, fire management, visitor services, planning, project and asset management, and the co-management of reserves with Aboriginal community partners. The central branches of the Division provide strategic leadership and program direction to support regional business delivery, the day to day management of the public land estate and commercial interests and operations.

Specifically, the work of the National Parks and Wildlife Service includes:

- designing and implementing on-ground conservation and threat abatement measures that deliver on the State's national and international obligations;
- managing wildlife based on sound ecological, environmental, social and economic factors;
- showcasing key attractions and providing exceptional visitor experiences and services at commercial sites and parks;
- delivering DEW's fire management program;
- managing visitor infrastructure, services, public access to and the commercial use of national park, reserves and Crown land;
- leading DEW's engagement with Aboriginal communities, including co-management of parks and reserves, and supporting DEW's reconciliation agenda;
- leading DEW's compliance and enforcement responsibilities;
- providing policy leadership and legislative expertise in conservation, Aboriginal engagement, protected areas and wildlife management; and
- engagement and participation of E-NGOs and volunteer groups.

About the Branch/Business Unit

The focus of the Tourism and Commercial Services branch is underpinned by the "Engage, Learn, Conserve" principles that demonstrate the link between experiencing, valuing and conserving nature.

The branch's role is to use customer insights to enhance experiences in South Australia's parks and reserves so that visitors and customers have the opportunity to develop a deeper personal connection to nature which will see them become life-long supporters and advocates of nature and conservation. The team work with DEW staff and stakeholders across the state to create nature-based experiences in South Australia's parks and reserves which showcase best practise. In addition, State Flora takes a leadership role in the propagation of native plants including endangered species and the revegetation of landscapes.

The branch has direct management responsibility for key destinations including Cleland Wildlife Park, Granite Island Cafe, Mt Lofty Summit, historic Adelaide Goal and State Flora, whilst providing strategic advice for other regional destinations such as Flinders Chase, Seal Bay and Naracoorte Caves. Each are key touch points with the community and offer multiple opportunities to leave the community informed and passionate about nature and conservation.

The team are the key liaison for tourism operators, government departments, industry, community and other stakeholders interested in partnering with the department with the aim to deliver best practice sustainable solutions, including the management of licenses, the leasing or sale of public lands and unsolicited proposals.

The team also plays a lead role in developing community and customer-focused solutions through the use of customer insights and data, engagement programs, cross-sector partnership and innovative technologies and capabilities to create enhanced experiences for parks visitors and customers to “Engage, Learn and Conserve”.

About the Role

The Conveyancer is responsible for managing and facilitating the legal processes involved in the transfer, leasing, and administration of Crown land. The position of Conveyancer is critical for the finalisation of the Department’s land transactions under both the *Crown Land Management Act 2009* and the *National Parks and Wildlife Act 1972*. It is a specialised role and requires registration pursuant to the *Conveyancer’s Act 1994*. This role requires a thorough understanding of land laws, property rights, and regulatory requirements specific to Crown land. The conveyancer works closely with the Senior Conveyancer, other programs within the Department for Environment and Water, other government agencies, legal professionals, and stakeholders, to ensure that all transactions comply with legal standards and are processed efficiently.

Key Role Outcomes

- Conveyancing dealings relating to Crown land and National Parks and Wildlife Service reserves are efficiently undertaken in accordance with relevant legislation and regulatory requirements and established policies and procedures.
- Conveyancing transactions are autonomously managed with limited supervision in a collaborative risk based manner.
- Effective working relationships with various key stakeholders, including internal DEW staff, the Crown Solicitor’s Office and external conveyancers, are maintained to ensure the delivery of conveyancing transactions.
- Contribution is made to the development, implementation and ongoing monitoring of policies and procedures relating to conveyancing of Crown land and National Parks and Wildlife Service reserves.
- Departmental records are maintained in compliance with relevant legislation, Government and departmental records management policies, and current administrative practice.

Key Relationships

- Reports to the Senior Conveyancer, Crown Lands Program
- Works collaboratively with the members of the Crown Lands Program
- Liaises with a variety of external organisations, including the Crown Solicitor’s Office, Lands Title Office and External conveyancers

Special Conditions

- May be required to participate in fire management or associated duties.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is essential.
- May be required to undertake intra or interstate travel and work outside of the normal hours of work.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC) and to the Department requiring you to obtain an NPC.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and change	<ul style="list-style-type: none"> • Thinking & Acting Strategically • Leading & Influencing Change 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • 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.

Core Competencies	Elements	Behavioural Indicators
Drives Business Excellence	<ul style="list-style-type: none"> Promotes Customer Service Facilitating Quality & Continuous Improvement 	<ul style="list-style-type: none"> Takes considerable effort to understand and respond to the requirements of customers. Acts as a role model by striving to deliver quality outcomes even when under pressure.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> Establishing & Maintaining Networks 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Modelling Public Sector Values Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> Displays commitment to the values of the Public Sector and the Code of Ethics. Sets an example to others by role modelling professional and ethical behaviour Is flexible in handling changing priorities. Adapts to new situations while maintaining achievement of outcomes.

Technical, Professional/Knowledge and Experience (including qualifications)

- A tertiary qualification in conveyancing is highly desirable including an Advanced Diploma in Conveyancing or a Bachelor's degree in Law, Real Estate, Land Management, or a related field.
- A current Conveyancer Registration pursuant to the *Conveyancer's Act 1994* is essential.
- Strong understanding of land laws, property rights, and government regulations specific to Crown land.
- 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.
- Has knowledge of *Crown Land Management Act 2009*, *National Parks and Wildlife Act 1972* and the *Real Property Act 1886* for the requirements of Crown land property transactions.

Work Health and Safety

- Accepts responsibility for own and other's 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 for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CLASSIFIED

DEW Branch:	Tourism and Commercial Services	Date classified:	16 December 2024
DEW Division:	National Parks and Wildlife Service	Classified:	Yes