

Role Statement



TITLE OF POSITION: E-Conveyancing Specialist
CLASSIFICATION LEVEL: ASO-6 (Temporary up to 2 years)

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The Development Division comprises four directorates: Planning and Development, Architecture & Built Environment, Recreation and Sport and Property.

This role belongs to the Office of the Registrar-General, within the Property Directorate which focuses on the key objectives of driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

Role Overview

This role is within the Registrar-General's office, which is responsible for administering land services and guaranteeing the system of land titling in South Australia. The Registrar-General is responsible for, and the oversight of, the Service Provider and the relationship between the State and the Service Provider.

This specialised role is key to enabling the Registrar-General to meet the State's commitment to increasing the scope of E-conveyancing and maintaining a national legal framework.

The role reports directly to the Manager ICT and Innovation and works closely with the ICT Specialist. The role will represent the State on national E-conveyancing working parties and contribute to the national data standard. The role will be responsible for driving the take-up of E-conveyancing by providing expert advice on policy direction, strategic planning and assisting with increasing the scope of PEXA transactions. The role will also work closely with the Service Provider to ensure the timely delivery of national E-conveyancing programs and projects.

The role will assist the Registrar-General in setting a strategic direction in regards to E-Conveyancing and engaging industry stakeholders. The role is required to undertake significant research and analysis, providing reports and recommendations on data trends, industry behaviour and national policies.

Directorate: Property
Position Number:
ANZCO Code:
Location:



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The E-Conveyancing Specialist is required to undertake a wide range of activities which may include all or any of the following:

- a. Drive the take-up of E-Conveyancing by providing expert advice on policy direction for E-Conveyancing and strategic planning.
- b. Undertake significant research and analysis to expand the scope of dealings available through E-Conveyancing as part of the national timeline.
- c. Participate in national E-Conveyancing Group and working parties, contributing to the national data standard
- d. Reporting and recommendations on data trends, industry behaviour and national policies impacting implementation of e-Conveyancing programs.\
- e. Resolving complex issues with innovative solutions that are consistent with Agency objectives and demand a significant level of responsibility for aspects of State, regional and/or local programs.
- f. Work with Service Provider to ensure timely and adequate system specifications for new potential Electronic Lodgement Network Operators are made available
- g. Work with the Service Provider to ensure the timely delivery of national E-conveyancing programs and projects
- h. Work with Service Provider and Property Exchange Australia Limited (PEXA) to increase scope of PEXA transactions
- i. Assist with the Audit and Compliance program, providing high level analysis, reporting and recommendations.
- j. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- k. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- a. This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures
- b. Some intrastate/interstate travel with overnight absences may be required
- c. Some out of hours work may be required
- d. Extensive experience in conveyancing and E-conveyancing
- e. Good understanding of the PEXA and the national legal framework which underpins E-conveyancing

Qualifications / Licences

- a. Conveyancing or Property Law qualifications
- b. Desirable – Experience in IT technical strategy and planning

- Sound knowledge of the PEXA electronic platform system

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 198.7*
- d. Well-developed planning and organising skills including the ability to plan, program and coordinate work to meet priorities and deadlines.
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- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the Equal Employment Opportunity Act 1987.
 - d. Drives a culture of commitment and accountability in the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
 - e. Participates in the organisation's Performance Review and Development Program which includes a 6 monthly review of the incumbent's performance against the Role Statement.
 - f. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
 - g. Extensive experience in leading, motivating and influencing staff while driving and evaluating work objectives for improved performance across strategically aligned functions
 - h. Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
 - i. Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
 - j. Has extensive knowledge of the requirements of the Real Property Act, associated Statutes or similar land administrations legislation and supporting documentation.
 - k. Ability to initiate, plan and implement programs of significance
 - l. Provides expert advice and contribute to the development of the operations of the Registrar-General's Office.
 - m. Has a detailed knowledge of agency policy, procedures and practices.
 - n. Ability to provide concise written and verbal communications to people at any level.
 - e. High level interpersonal skills that demonstrate the ability to work effectively, and negotiate with, internal and external customers, stakeholders and the Service Provider.
 - f. Ability to exercise initiative and judgement to make sound and timely decisions.
 - g. Takes a can do approach to all key tasks.
 - h. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
 - i. Significant experience in efficiently managing resources to develop, deliver, evaluate and improve programs, projects, systems, policies, services and staff performance.
 - j. Makes strategic judgements and presents options based on implications of analytical thinking

- k. Experience in performing conveyancing jobs across South Australia
- l. Experience in settlement transactions
- m. Ability to advise and negotiate effectively together with the ability to understand and explain legal technicalities
- n. Works under broad direction, independently and as part of a team, and applies well-developed discipline knowledge, prioritises, plans and coordinates activities, implements change and mitigates risk.
- o. Works with key stakeholders to problem solve overcoming challenges and facilitate the achievement of outcomes
- p. Engages high level analytical and research skills to evaluate complex information, provide expert advice, understand social, economic and commercial factors, manage competing priorities, meet deadlines and write concise reports with recommendations.
- q. Must be able to display knowledge of the law and procedure which underpins the performance of tasks in the area of Property Law
- r. The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include regular review of the incumbent's performance against the responsibilities and key result areas associated with their position.

Delegate Approval

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Name

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Signature

Date: / /