

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	SUV125
POSITION TITLE	Property Officer
CLASSIFICATION	LE3
SECTION	Corporate and Consular
REPORTS TO (TITLE)	Property Manager

About The Department of Foreign Affairs and Trade (Amend for each agency)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

Under general direction, the Property Officer will coordinate property maintenance of the owned and leased estate at the Australian High Commission (AHC) in Suva.

Key responsibilities of the position include but are not limited to:

- Support the management and coordination of the AHC's repair and maintenance programs for leased and owned residences, including inspections, liaison with and supervision of external service providers, and management of associated contracts, work orders and payments.
- Undertake regular inspections of Australian-based (A-based) staff residences to assess maintenance requirements and suitability for occupancy.
- Assist A-based staff with the operations of their residences, including utilities and generators and preparations for adverse weather.
- Coordinate mosquito fogging and pest spraying at the chancery and A-based residences.
- Develop and maintain strong relationships with A-based staff, landlords, property managers and the external facilities management partner, Jones Lang LaSalle (JLL).
- Undertake regular reviews of chemicals used by contractors to ensure they meet Australian standards, such as pest control chemicals.
- Assist with the maintenance of the AHC's property inventory and the management of the furniture and fittings replacement program.
- Provide logistical support for ministerial and official visits to Fiji as required.

Required Qualifications/Experience/Knowledge/Skills

- Demonstrated experience in property or facilities management and maintenance.
- Sound knowledge of and adherence to relevant Australian and Fijian legislation, policies and guidelines (e.g. Work Health and Safety).
- Demonstrated communication and liaison skills, including customer service and interpersonal skills and an ability to work with clients and colleagues in an efficient and helpful manner.
- Proven ICT skills, particularly in the use of Microsoft Office software and the ability to learn new systems quickly and easily.