

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NK 004
POSITION TITLE	Property and Facilities Officer
CLASSIFICATION	LE4
SECTION	Australian High Commission, Nuku'alofa
REPORTS TO (TITLE)	Second Secretary Corporate and Vice-Consul

About The Department of Foreign Affairs and Trade

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

The Property and Facilities Officer manages the provision of property services for the High Commission and staff residences, as well as ensuring that the This position also manages the procurement and contract management of property related services, fleet of official vehicles and supervision of staff. A key focus of the role is the coordination and interaction with internal and external partners and suppliers to ensure properties are functional and able to operate effectively.

All staff are expected to assist with crisis response, senior visits and major events.

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

- Manage the property portfolio of the Australian High Commission including office (chancery) and residences (leased and owned), including liaison with the Australian High Commission's overall facility manager and Overseas Property Officer on maintenance programs, project delivery and quality assurance.
- Supervision, training, and day-to-day task allocation of a small team responsible for property, facilitates administration and official driving duties.
- In accordance with Australia's Financial Management and Accountability Act, perform various financial processing and reporting duties including monitoring and managing the budget for procurement, management of property, maintenance and management of official vehicles.
- Develop and maintain relationships, including day to day engagement with contractors, trades, business and suppliers, including fault reporting and facilitating and supervising access.
- Develop, implement and monitor property and fleet maintenance schedules.
- Contribute to the development and review of relevant policies, plans and procedures to ensure that property and fleet management is being delivered effectively and efficiently.
- Maintain accurate financial, contract, maintenance and other records in the High Commission's electronic records management system.

- Coordinate workplace health and safety risk assessments, incident reporting and implementation of approved processes and procedures to minimise risks for the staff and suppliers working with the High Commission. Contribute to the development, review and implementation of emergency procedures.
- Ensure all High Commission equipment is accurately recorded in relevant asset registers, maintained safely and is readily available for staff to use and assist with ongoing asset management, including regular stocktakes of equipment
- Other duties as assigned by the Senior Administration Officer.

Required Qualifications / Experience / Knowledge

- Demonstrated experience managing property, procurement, and maintenance within a diplomatic mission, international or regional organisation or government.
- Demonstrated experience working as a member of a team delivering services or projects to agreed standards and deadlines.
- Demonstrated experience using Microsoft programs to implement and monitor projects or schedules.
- Demonstrated ability to prioritise, think strategically, apply judgement and innovation to achieve results.
- Strong verbal and written communication skills in Tongan and English.
- Demonstrated negotiation and influencing skills.
- Highly motivated and self sufficient
- Critical thinking and analysis skills to help our team get the most from our property portfolio and maintain high levels of customer service.
- High level of organisational and administration skills.
- Strong interpersonal skills and the ability to build productive working relationships.
- Strong computer skills and the ability to pick up new systems easily is desirable.