



AUSTRALIAN CONSULATE-GENERAL
HONG KONG
澳洲駐香港總領事館

Agency	Department of Foreign Affairs and Trade
Position number	5592
Title	Property Manager
Classification	LE5
Section	Consular and Management
Reports to (title)	Consul (Consular and Management)
Monthly Salary	HKD36,338
Status	One-year full-time contract

The Australian Consulate-General, Hong Kong is seeking applications from suitably qualified persons for its locally engaged Property Manager position. Benefits such as medical insurance, Chinese New Year Bonus, paid annual leave, flexible working hours and other staff entitlements in accordance with the Australian Consulate-General's Locally Engaged Staff Terms and Conditions of Employment will be offered to the successful candidate. Applications are due by **19 September 2017**.

About the Australian Government's Department of Foreign Affairs and Trade (DFAT)

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 direction of the Consul (Consular and Management), the Property Manager manages the Australian Government's property portfolio in Hong Kong. The Property Manager liaises with an Australian Government-contracted facilities manager to monitor and report on owner responsibilities at the Official Residence of the Australian Consul-General to Hong Kong and Macau, and coordinates and supervises maintenance and minor capital works at the Official Residence, the chancery and Australia-based staff residences.

This is a Designated Security Assessment Position. The successful candidate must be an Australian national who currently holds or is eligible to obtain an [Australian National Security clearance to Negative Vetting Level 2](#). Australian nationals who also hold citizenship of China or Hong Kong (either through birth, descent or acquisition) are ineligible to apply. Loss of a security clearance at any time will lead to termination of employment.

DFAT employees are expected to adhere to the Australian Public Service values and employment principles in terms of performance and standards of behaviour.

The key responsibilities of the position include:

- Management of properties/facilities to Australian diplomatic staff residences. Ensure timely repairs and coordination of maintenance programs for the chancery and A-based staff residences (including the Official Residence), including acquisition, maintenance and disposal of furniture and fittings.
- Management of A-based staff residential leases, including liaison with the consulate's contracted property consultant and assistance with lease changeover arrangements.
- Liaison and coordination with external consultants and contractors on the owned and leased estate. Management and coordination of contract tender processes. Preparation of monthly reports to senior management.
- Management of procurement processes for property-related goods and services in accordance with Australian Government guidelines. Management of asset acquisitions, stocktaking and disposal. Maintenance of inventories, stores and kits.
- Management of the logistics for both domestic and international relocations of A-based staff.
- Management of logistics, including airport co-ordination and on-ground support, for Australian Government diplomatic couriers and safe hand mail service (involves monthly out-of-hours duty with overtime payments).
- As a member of the post's Work Health and Safety (WHS) Committee, ensure the consulate meets the requirements of DFAT's WHS policies, including timely rectification of WHS risks in the workplace and at A-based staff residences; and liaising with building management on emergency evacuation routines.
- Supervision of the Consulate's Property Team.
- Provision of support for Ministerial and other official visits.

Selection criteria

- At least five years' experience in the delivery of property services or other related client servicing experience.
- Well-developed organisational skills and the ability to manage competing priorities to ensure services are delivered and deadlines are achieved.
- Strong interpersonal skills and demonstrated ability to communicate effectively in written and spoken English.
- Demonstrated administrative skills with good attention to detail and the ability to lead a small team.
- Demonstrated competency in the use of common computer applications, including finance and database systems.
- Ability to quickly gain an understanding of, and apply, Australian Government regulations, policies and procedures.
- Hold a Hong Kong Driver's licence and a clean record of safe driving.

Prospective applicants also need to demonstrate that they are eligible to work in Hong Kong by meeting the local citizenship/permanent resident requirements or being in a position to obtain a work visa.