



## POSITION DESCRIPTION

Position Title	PROPERTY OFFICER	Position No.	50058552
Team	[Finance]	Classification	[Administrative/Professional]
Department	Property	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	Band 5-6
Reports to	BUILDING OPERATIONS MANAGER: 50058075	HR Endorsement	1/04/2020

### Purpose

To deliver a safe, clean, contemporary and functionally appropriate space that enables reliable, efficient, high quality content production & broadcast. Strategically manage, maintain and improve property facilities and services to effectively and efficiently deliver a high level of service in line with the Property Mission Statement and Value Propositions.

### Key Accountabilities

- Assist with the coordination of planned and unplanned maintenance of all building services and inspections of all plant and equipment, recording and reporting on irregularities and hazards to ensure building compliance compliance.
- Assist with the management of all cleaning, waste and recycling collection, pest control and grease trap services; arrange the supply of related materials; and supervise associated contractors.
- Oversee the on-site car parking, staff bicycle compound, communal hubs, amenities, loading dock, storage areas, generator fuel supplies, plants, gardens and amenities.
- Arrange for quotations, process work notifications, issue work orders, manage works, process invoices, arrange journals and charge backs, scanning and electronic filing of all documents, before forwarding to Shared Services for processing.
- Apply Property Services policies, procedures and practices as appropriate to the delivery of responsibilities including delegations, financial controls, contractor inductions, fire alarm isolations etc.
- Support Mailroom staff and operations including mail deliveries, courier deliveries, financial reporting and invoice processing.
- Verify and process invoices and effect timely and appropriate payment. Check SAP cost centre reports regularly for accuracy of posted costs and assist with the preparation of monthly budget forecasting.
- Coordinate the data gathering and reporting for all required reports as required, including the monthly report.
- Ensure high level of service is provided to building occupants on their requirements and/or complaints and undertake repairs or remedial action where required.
- As a Deputy Chief Warden, participate in the Emergency Control Organisation including assisting with the implementation and planning of fire safety initiatives, training, procedures and diagrams.
- Carry out other associated duties as required or directed.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

### Key Capabilities/Qualifications/Experience





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1. Relevant education, building trade and/or facility management experience.
2. Capacity to deal effectively and efficiently with all levels of people with a client service focus and well-developed communication skills and reception/telephone manner.
3. Co-operative attitude and team support approach to all aspects of work with the capacity to initiate and contribute towards improved methods of dealing proactively with clients.
4. Knowledge of the ABC's functions, including the location and arrangement of work groups and facilities with the ABC.
5. Capacity to adhere to and advise on relevant WHS requirements.
6. Be contactable after hours to provide assistance and emergency support.
7. Knowledge and experience in implementing administrative and financial procedures.
8. High level computer/PC (particularly Office365) and keyboard skills, with SAP experience preferred.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.