

Senior Leasing and Accommodation Officer

Statement of duties

Position number	724168
Location	Hobart
Division	Budget and Finance
Branch	Property
Award	Tasmanian State Service Award
Classification	General Stream, Band 5
Immediate supervisor	Manager Leasing
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary responsibilities of the Branch are to:

- administer the Treasury office accommodation portfolio;
- manage the strategic development of Crown property;
- manage and administer major Government office accommodation leases;
- manage the Government's Major Property Sales Program;
- manage Treasury's internal Corporate responsibilities related to facilities, emergency management and security;
- undertake facilities management for Treasury tenants; and
- provide property policy advice and property related budget estimates.

Position objective

The Senior Leasing and Accommodation Officer is responsible for assisting in the development of related policy and Whole-of-Government accommodation strategies across Tasmania. As a senior member of the Property and Facilities Team you will assist in the management of Crown owned and leased office accommodation, the provision of facilities and administrative support to the Department, including asset management (both owned and leased), general procurement services, assist with major property projects and the sale of surplus Crown properties as required.

In the context of the selection criteria, to be successful in the position applicants will have:

- experience and skills in a range of accommodation and property functions, including office portfolio management, leasing, sales, supervision of maintenance contracts and related tasks;
- experience in negotiating financial terms relating to property leasing;
- the ability to understand and assist in the negotiation of legal contracts;
- the ability to read and interpret workplace floor plans and other associated documentation, schedules and specifications;
- good general IT skills with strong spreadsheet skills;
- knowledge of financial accounts;
- sound organisational and time management skills; and
- sound client focus and stakeholder engagement skills.

Primary duties

The Senior Leasing and Accommodation Officer's primary duties include:

- assisting in the assessment and allocation of office space to Agencies and the negotiation of major office accommodation leases;
- provide support and advice to the Manager Leasing on the management of Whole-of-Government office accommodation occupancy and planning strategies;
- undertaking research, investigation and analysis for property based projects;
- supervising office accommodation management and office fit-out contracts;
- undertake or facilitate minor and major projects including the replacement of assets and the maintenance and repair of buildings and building services;
- ensure adherence to the Whole-of-Government Office Accommodation Fit-out Guideline;
- management of and provision of standard reporting, preparing briefings, correspondence, reports and submissions, preparation and monitoring of budget and other financial management reports;
- representing the Property Branch at intra- and inter-departmental levels forums as required;
- promoting a client/customer service focus on all daily activities undertaken; and
- undertaking any other allocated duties on behalf of the Branch, as required.

Level of responsibility, direction and supervision

The Senior Leasing and Accommodation Officer will receive limited guidance from the Manager Leasing and will exhibit considerable independence in interpreting and evaluating requirements according to the decision-making framework. The Senior Leasing and Accommodation Officer has the ability to establish new operational guidelines and/or precedents within area of expertise consistent with relevant policy. The Senior Leasing and Accommodation Officer may also supervise a small team of employees, including mentoring and evaluating performance.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare straightforward documentation to a high level and provide accurate and well-structured drafts of complex interpretive material, which may require some rework; and liaise effectively internally and externally with the ability to represent Treasury on operational matters.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for area of responsibility; coordinate resources, related activities and input from others; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision-making strategies to identify solutions to problems; make informed, timely and accurate decisions to provide operational solutions; and provide authoritative advice in relation to activities.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor others in area of operation; contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

*** Qualifications and requirements**

Desirable – completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Approved: Allan Wood, Director

Date: 29 March, 2021

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).