

Team Leader Property and Facilities

Statement of duties

Position number	723667
Location	Hobart
Division	Budget and Finance
Branch	Property
Section	Property Projects
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director, Strategic Property Management
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 where Treasury acts as the head lessee;
- 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 objective of this position is the management of Treasury owned and leased office accommodation, the provision of facilities and administrative support to the Department, including accommodation, assets (both owned and leased), and general procurement services and assisting in major property projects as required.

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

- high level experience and skills in a range of office accommodation, property and facilities management functions, including office portfolio and maintenance management, fit out, security, leasing, emergency management and related tasks;
- highly developed communication and negotiation skills in the context of liaising with professionals with an emphasis on client and stakeholder focus; and
- a high level knowledge of Treasurer's Instructions, Statutory requirements and other applicable guidelines and instructions relating to procurement and property management.

Primary duties

The Team Leader Property and Facilities primary duties include:

- the management of properties owned and leased by Treasury, including acting as head lessee for other agencies;
- co-ordinating, managing and giving direction to private consultants and contractors including management of maintenance and minor works contracts;
- managing the Departmental Security System and the Facilities Help Desk System on a daily basis in order to ensure that the Department meets its operational objectives, this will include:
 - ensuring Departmental security and facilities needs are managed on a daily basis;
 - providing advice, training and ongoing support to all relevant Departmental staff;
 - planning, evaluating, documenting and testing all system enhancements and version upgrades; and
 - documenting and maintaining systems manual.
- developing, implementing and maintaining a Strategic Asset Management Plan for the Department;
- managing the accommodation needs of the Department including monitoring changes to business requirements in order to identify opportunities for better use of assets;
- providing guidance and direct supervision to staff in day-to-day property management and facilities functions;
- providing assistance in the planning and implementation of emergency management policies and practices at Treasury occupied sites; and
- preparing high level reports and submissions, correspondence, budget estimates and undertaking investigations and projects in relation to property and facilities management services.

Level of responsibility, direction and supervision

The Team Leader Property and Facilities will operate with considerable independence in determining priorities, procedures and approach. The Team Leader Property and Facilities applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction from the Assistant Director, Strategic Property Management may on occasion be received related to the implementation of recommendations. The Team Leader Property and Facilities may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area.

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 all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively 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 highly developed 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.

*** Essential Qualifications/requirements**

Essential - A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease; or
- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Alison Steele, Acting Director

Date: 19 July 2022

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*).