

PROPERTY OFFICER

BUDGET AND FINANCE / PROPERTY BRANCH

Why work for us

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: www.treasury.tas.gov.au/about-us/careers

The position

You will assist in the delivery of a suite of strategic projects aimed at maintaining and improving Treasury owned or managed property assets. You will work with a small team who facilitate the sale of surplus Government property assets. You will also contribute to the ongoing provision of facilities and administrative support to the Department.

What you will work on

- Participate in procurement processes to engage consultants and contractors or purchase goods.
- Prepare drafts of documents that provide advice, recommendations, or information on strategic property projects or asset sales.
- Respond to requests for facilities services received through the Facilities Service Desk system.
- Assist with the management of contracts.
- Undertake administrative and financial tasks, including preparing correspondence, reports and other stakeholder communication and process tax invoices using established financial management information systems.
- Participate in the sale of surplus Crown properties including managing contractors and consultants involved in preparing properties for sale, as required.
- Actively promote a work environment that demonstrates tolerance of, respect for and interest in the wellbeing of individuals.
- Perform other allocated duties as required.

Responsibility, direction and supervision

You will have a good understanding of guidelines, systems and processes and receive general direction from your supervisor. You will coordinate and integrate functions and be able to interpret frameworks to resolve complex operational issues within your scope of work.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Skills and experience

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



COMMUNICATE

- Prepare accurate documents and good drafts, where information is more complex.
- Deliver clear and succinct ideas, information and recommendations.
- Understand and explain complex operational matters.



MANAGE OUTPUTS

- Plan, organise, schedule, prioritise and complete your tasks and coordinate work with others.
- Contribute to and deliver work with a client focus.



CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Use judgement when applying policies, rules and regulations.
- Make sound decisions to resolve complex operational challenges.
- Use expertise to provide operational advice.



TEAM/LEADERSHIP/BEHAVIOURS

- Instruct and guide others on systems and procedures.
- Work effectively in a team and share ideas to improve practices, systems and processes.
- Behave in line with Treasury's values.



TECHNICAL/PROFESSIONAL

- Demonstrate knowledge, skill and ability required for the role.
- Desirable – a relevant qualification or equivalent experience.

Our values

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

EXCELLENCE

Challenges us to give our best and brings us recognition.

RESPECT

Recognises the value of us all and the contribution we all make.

CAMARADERIE

Creates a fun and supportive place to be.

PASSION

Inspires us to achieve great things.

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*). These can be found at

www.dpac.tas.gov.au/divisions/ssmo

Hours Per Week: Flexible up to 73.50 hours per fortnight

Supervisor/Reports to: Assistant Director

Direct Reports: No

Employment: Permanent

Award/Classification: Tasmanian State Service Award General Stream Band 4

Location: Hobart

Position Number: 724412

Approved by: Alison Steele - Director, Property Branch

Date: 5 November 2024

