

## Property & Corporate Services Manager – DFAT – Beijing, December 2020

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	BJ1-048
<b>Title</b>	Manager, Property and Corporate Services Section
<b>Classification</b>	LE5
<b>Section</b>	Property & Corporate Services Section
<b>Reports to (title)</b>	Counsellor (C&A)
<b>Status</b>	Ongoing. Fulltime.
<b>Gross Annual Salary</b>	RMB 236,964 (plus loading if applicable)
<b>Commencement Date</b>	As soon as possible

### About the Australian Government Department of Foreign Affairs and Trade

The Australian Embassy in Beijing is part of the Department of Foreign Affairs and Trade (DFAT). The role of DFAT is to advance the interests of Australia and Australians internationally, including to grow and diversify trade and investment, to enhance an understanding of China in Australia, to contribute to regional and global integration, to build links between Australia and China and to help Australians in China.

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.

The Australian Government is also represented by Consulates-General in Shanghai, Guangzhou, Chengdu, Shenyang and Hong Kong, and has Austrade offices in Wuhan and Shenzhen.

Please visit DFAT's official website <https://www.dfat.gov.au/> for further information

### About the position

The Property & Corporate Services Manager leads the property team to ensure provision of an efficient and effective range of property-related services are provided to the Embassy.

The key responsibilities of the position include, but are not limited to:

- Manage key property-related contracts for the Embassy
- Manage the commercially leased residential accommodations (both DFAT and Attached Agencies) including management of the Jones Lang LaSalle Database
- Supervise property-related processes including customs clearances, stocktakes, removals, vehicle registration/licencing, Artbank leases and high-level visit logistics
- Manage a small team responsible for the delivery of corporate services to embassy stakeholders including reception, diplomatic bag services, official vehicle bookings and subscription management

## Property & Corporate Services Manager – DFAT – Beijing, December 2020

- Manage embassy compound residential and recreational property matters including procurement of indoor/outdoor furniture, management of Furniture and Fittings capital and operating budgets, asset management and disposals
- Undertake the supervision, training and development of team members
- Other duties as directed

### Our Ideal Candidate

- Demonstrated experience in managing the delivery of high quality property and corporate-related services
- Ability to research, analyse, interpret and effectively implement DFAT property and corporate policies
- Excellent interpersonal and communication skills
- Proven organisational skills including ability to determine and adjust priorities
- Demonstrated ability to lead, develop and manage teams effectively, including the ability to manage performance related issues

### What we offer

- Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions
- Safe and secure workplace where safety of employees is a high priority and a diverse and inclusive workplace is actively promoted
- Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas
- Opportunity to learn new skills and meet unique challenges

### How to Apply

Your application, written in **English**, should include:

- Curriculum Vitae (maximum 2 pages)
- Application for Locally Engaged Staff Employment (please see *Attachment A*)
- One-page pitch (further instructions below)

Please email your application to **[beijing.hrrecruitment@dfat.gov.au](mailto:beijing.hrrecruitment@dfat.gov.au)** before **17:00 on Wednesday 30 December 2020**. Applications received after this time will not be considered.

For further information about this position, please contact **[beijing.hrrecruitment@dfat.gov.au](mailto:beijing.hrrecruitment@dfat.gov.au)**.

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

### **Guidance for your one-page pitch**

Your one-page pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 400 words (12 font)**.

- Say what you did (actions) and the result (outcomes)
- Use practical and substantiated outcomes
- Show your resilience and adaptability
- Highlight your strengths and interests
- Don't assume the panel knows you or your work
- Make it appealing and interesting e.g. demonstrate how you 'solved a difficult issue'
- Stick to the point – quality not quantity
- Use the word limit wisely
- Don't repeat what's already in your CV
- Ensure you check the spelling before you submit your application

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for:

Date available for work:

<b>PERSONAL INFORMATION</b>		
Title:	Last Name:	First Name:
Email Address:	Contact Number:	Citizenship(s)
Address:		
Are you eligible to work in the country in which you are applying for a position? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)</i>		
How did you hear about the vacancy?		
<b>PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been employed by the Australian Government, either in Australia or overseas? If yes, please provide the details. If yes, did you ever receive a redundancy or other payment benefit?		
<b>REFERENCES</b>		
Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should be able to comment on your work performance.		
<b>REFEREE 1</b>		
Title:	First Name:	Last Name:

