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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-027 |
| **Position Title** | Property and Corporate Services Officer |
| **Classification** | LE4 |
| **Section** | Property and Corporate Services |
| **Reports to (title)** | Property and Corporate Services Manager |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 182,620.20 (plus loading if applicable) |

**About the Australian Department of Foreign Affairs and Trade (DFAT)**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high-quality overseas aid program, and helping Australian travellers and Australians overseas.

DFAT 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.

**About the position**

The Property and Corporate Services Officer is responsible for supporting the Property and Corporate Services Manager provide a wide range of property-related and corporate services to Embassy staff.

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

* Assist with managing post’s leased accommodation portfolio (both DFAT and Attached Agencies) including liaison with external properties, property inspections, resolving problems, preparing lease documentation, and updating the property database.
* Maintain a master spreadsheet of all properties and tenants and assist the Property Manager with A-based accommodation forward planning.
* Supervision of a small team, including setting priorities, work scheduling, monitoring performance, overtime and leave arrangements in accordance with Embassy procedures and Chinese labour law.
* Procurement for the annual furniture and fittings renewal program and other major asset acquisitions.
* Undertake asset management and disposals, including assisting with asset stocktakes and impairment assessments.
* Perform the duties of the Property and Corporate Services Manager during periods of absences.
* Other duties as directed.

**Qualifications/Experience**

* Demonstrated experience in the delivery of property-related and/or corporate services in a client-focused environment.
* Excellent interpersonal skills to manage a team and interact proficiently and professionally with the Embassy staff community.
* Ability to prioritise work demands, show initiative and problem solve.
* Proven organisational skills including ability to determine and adjust work demands accordingly.
* Experience in leading and developing teams including training, mentoring, performance management.
* Well-developed oral and written communication skills in English and Chinese (Mandarin).

## What the Australian Embassy offers:

* 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)
* Maximum 500 words pitch (further instructions below).

Please email your application to [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au) **before 17:00 on Thursday, 4 April 2024**. Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

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

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

Position you are applying for: Date available for work**:**

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| **PERSONAL INFORMATION** | | | | | |
| 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  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy? | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| 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? | | | | | |
| **REFERENCES** | | | | | |
| 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. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered.  Accept: Name: Date: | | | | | |

**Guidance for your 500 words pitch**

Your 500 words 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 500 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