



A NEW OUTLOOK FOR YOUR CAREER

Property Coordinator

APS Level 4

JOB REFERENCE NUMBER	60004048
CLASSIFICATION	APS Level 4 (Administrative Services Officer Class 4)
GROUP	Enterprise Services
PROGRAM	Finance
LOCATION	Adelaide
STATUS	Ongoing
WORKING HOURS	Both full time and part time will be considered
SALARY RANGE	\$65,620 to \$71,959, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Thursday 26 th November 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	Successful candidate will be required to hold a valid Australia driver's licence
CONTACT OFFICER	Daniel Hannan, Head of Property Services Phone: (02) 6232 3561 Email: daniel.hannan@bom.gov.au



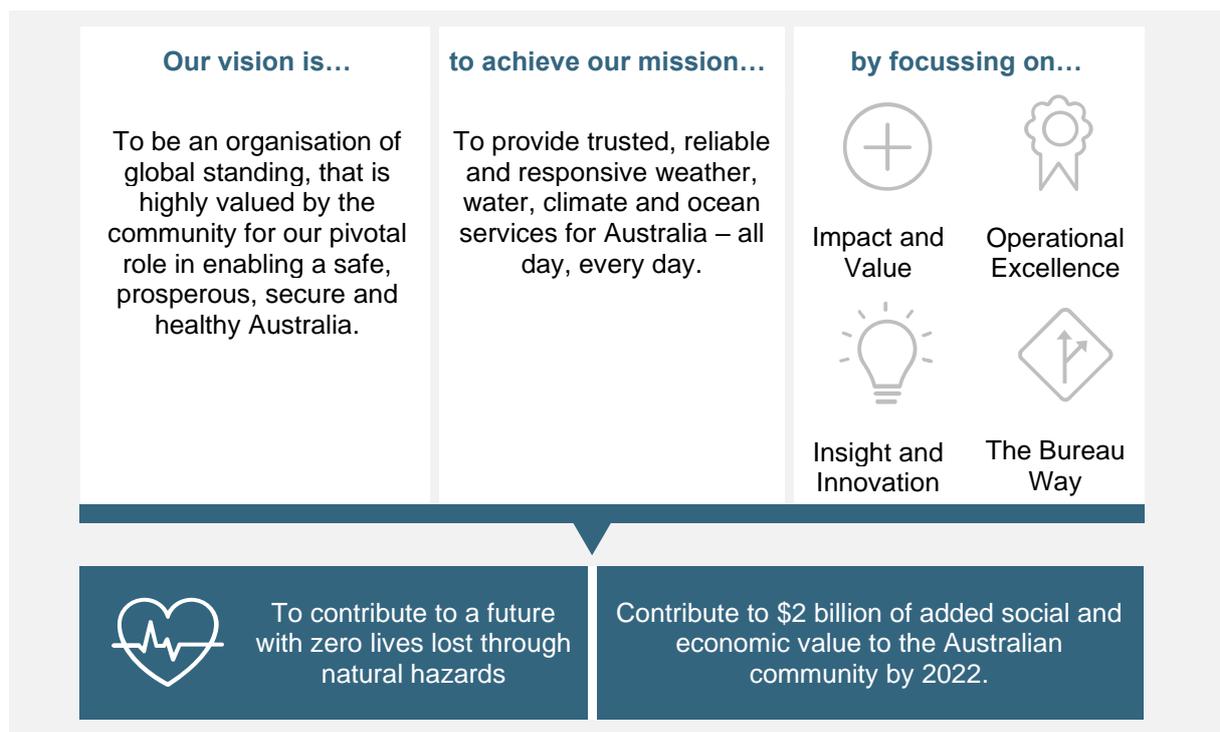
ABOUT US

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific.

We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones.

Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focussed scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services.

We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.





WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

OUR WORK	OUR PEOPLE	OUR ENVIROMENT	OUR EXPIERIENCE
Purpose-driven impactful work that brings real benefit to the Australian Community, businesses and industry.	A deeply passionate and highly skilled workforce that continuously challenges the status quo to achieve greater impact and experiences for our colleagues and customers.	A world class organisation with excellent workplaces in great locations, access to cutting-edge technology and a safe and inclusive environment for everyone.	A commitment to professional development and growth, backed by clear career pathways and training opportunities, and complimented by a competitive remuneration package.

POSITION OVERVIEW

The Bureau has an extensive property portfolio located throughout the Australian mainland and adjacent islands comprising 34 staffed offices, 62 weather surveillance radar sites and approximately 700 automatic weather station sites. The Property Services function is responsible for the delivery of facilities management and leasing services, together with the provision of strategic property advice ensuring that our facilities support the Bureau's activities and outcomes.

The Property Coordinator - Adelaide, will be responsible for coordinating property and facilities management activities of the Bureau's property portfolio in South Australia. Under the direction of the Property Manager, the Property Coordinator will ensure that property activities are delivered that provide safe, compliant, and fit for purpose facilities for the Bureau to achieve our objectives.

The successful applicant will possess the following attributes.

- Relevant experience in property and facilities management
- Strong interpersonal and communication skills
- An understanding of the relevant laws and statutory requirements relating to the built environment
- Sound administration and organisational skills
- A proven ability to plan, prioritise and deliver

ROLE RESPONSIBILITIES

The responsibilities of the role include but are not limited to:

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Coordinate property maintenance activities within budget constraints.
3. Review all unplanned maintenance issues as they arise to determine the most appropriate corrective action. Investigate and report on services and asset failures and other incidents.
4. Ensure that site records, facility drawings and plans are kept up to date with all facility and services maintenance alterations.
5. Administer essential services maintenance reports and related actions.



6. Monitor contractor performance against key indicators and provide regular reports on contractor performance.
7. Coordinate activities with the Bureau's Property Services Provider ensuring compliance, value for money and timely delivery.
8. Provide assistance to the Property Services Leasing team on leasing activities within South Australia.
9. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Commitment to Diversity and Inclusion

SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APSC Work Level Standard and Integrated Leadership Systems for APS Level 4 positions.

The successful candidate for the Property Coordinator role will be able to demonstrate the following skills, knowledge and experience:

1. Supports logical thinking

- Supports shared purpose and direction
- Harnesses information and opportunities
- Shows judgment, intelligence and common sense

2. Achieves results

- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing work projects to achieve results

3. Supports productive working relationships

- Establishes internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity
- Shares learning and supports others

4. Displays personal drive and integrity

- Demonstrates public service professionalism and probity
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self-awareness and a commitment to personal development

5. Communicates effectively

- Communicates clearly
- Listens, understands, and adapts to audiences
- Seeks advice and guidance

6. Diversity and Inclusion

- A good understanding of the Bureau's Commitment to Diversity & Inclusion, the APS Values and Code of Conduct and commitment to their implementation in the workplace.



Desirable qualifications:

A diploma from an Australian educational institution, or a comparable overseas qualification, or trade qualification appropriate to the duties

MERIT POOL

The selection process will establish a merit pool that may be used to fill similar positions within 12 months.

HOW TO APPLY

Applications can be lodged through [BOMCareers](#).

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#).

The Bureau is an equal opportunities employer. We will support applicants with disability through our [RecruitAbility Program](#) and will provide reasonable adjustments such as access, equipment and other practical support at relevant stages of the recruitment process.

We recognise the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity and is described in our [Diversity and Inclusion Statement of Commitment](#). We strongly encourage qualified applicants from diverse backgrounds to apply.

The Bureau offers flexible working options, reasonable workplace adjustments and an Employee Assistance Program (EAP). Should you have any questions or experience any difficulties with applying online, please contact the Recruitment Team on BOMCareers@bom.gov.au

COVID-19 RESTRICTIONS

We understand there are unique and evolving challenges due to the current COVID-19 pandemic. The Bureau is responsive and making changes to ensure the safety of all candidates and our team.

Under the relevant legislation and guidance of the National Chief Medical Officer:

- Currently all interviews will be held via audio/video conference (across a range of platforms to accommodate personal requirements) unless otherwise advised.
- The successful candidate may be required to carry out the duties remotely for either a period or until otherwise advised.

ADDITIONAL INFORMATION

To find out more about the employment conditions at the Bureau, please refer to the Bureau of Meteorology [Enterprise Agreement 2018](#).