



Australian Government

Department of Foreign Affairs and Trade

Director, Project and Property Management (Specialist)

Executive Level 2 - \$121,322 - \$137,021

Overseas Property Office and Services

Project Management Branch

Ongoing, Full time position

Canberra, ACT

Job Reference: LJ054

The Overseas Property Office and Services (OPO) manage the Australian Government's domestic and international property network of owned and leased estates.

The global property portfolio comprises over 1,000 owned and leased properties in 101 locations across five continents. The overseas property owned estate was valued at \$2.94 billion at 30 June 2017. All capital works projects, including refurbishment, new construction and relocation activities across both the owned and leased property estates are managed within OPO. The OPO also negotiates all leases for embassies and Heads of Mission residences overseas.

As a Director in the Overseas Property Office you will be responsible for the delivery of OPO's capital works program including, the construction, fit-out and refurbishment of new and existing office and residential accommodation across the global estate. Our preferred candidate will contribute to broader policy development and strategic planning across both the owned and leased estates, including asset and leasing management.

To be successful in this role you will need to have a demonstrated ability to:

- project manage building/construction and fit out works in accordance with budgetary and contractual requirements
- formulate and implement strategic policies and plans for the owned and leased property portfolios consistent with the Commonwealth Property Management Framework
- undertake and manage procurement process in accordance with government best practice
- plan and manage budgets, and develop comprehensive business cases in support of government priorities
- challenge and explore creative opportunities to increase private sector contribution to design and project delivery
- manage and review the performance of consultants and contractors, including conducting performance assessments
- exercise strong negotiation and interpersonal skills to develop and maintain professional relationships with client agencies and key stakeholders, and
- exercise strong leadership including setting priorities and managing staff to ensure their ongoing career growth and development.

Eligibility and other requirements

- Formal qualifications, preferably in project management, engineering, architecture, land economics, valuation or related fields
- Demonstrated project management experience in building/construction process from design and development of construction/building operations to completion and defects management
- Demonstrated property portfolio management, asset management and/or leasing management experience
- Demonstrated experience to effectively manage a team to deliver a portfolio of projects;
- Strong written and oral communication skills to confidently and competently present proposals to senior officials
- Initiative, sound judgement and personal drive to motivate staff, and effectively manage private sector partners
- Strong advocacy, negotiation and interpersonal skill to build and maintain relationships within DFAT, across government agencies, and the private sector
- The ability to work effectively under pressure and manage competing priorities whilst ensuring accuracy and attention to detail
- The ability to undertake travel to project sites located across the globe.

Applicants must be Australian citizens to be eligible for engagement. Successful applicants will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment. This is a security-designated position and the successful applicant will be required to have or be able to obtain a security clearance to Negative Vetting Level 2.

Should you be successful in securing a position from this recruitment process you will be required to undergo a security clearance process. A face-to-face interview is a critical part of the process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas, please be aware that you will be required to travel to Canberra **at your own expense** to undertake the security interview. Interviews cannot be conducted by video link or Skype.

Applicants' attention is drawn to the department's policy on recruitment or promotion to specialist positions. This position is categorised as a "specialist". Staff recruited to this position will be required to remain in their area of specialisation for the duration of their employment with the department, unless they are successful in a subsequent merit-based selection process.

DFAT employees must demonstrate exemplary standards of integrity and professionalism at all times. Applicants in DFAT selection processes will be scrutinised in this regard.

Please visit the [DFAT website](#) to view further details of the position and to submit an online application by **Monday 25 September 2017 at 2:00pm AEST**.