



## **Northern Peninsula Area Regional Council**

### **Employment Opportunity**

#### **Property and Facilities Support Officer**

Northern Peninsula Area Regional Council (NPARC) is seeking applications from suitably qualified, motivated, and experienced individual for the position of Property and Facilities Manager

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons. The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibilities.

#### **In this role you will have the opportunity to:**

- To assist with maintaining NPARC staff houses and maintenance including furniture, appliances.
- • To assist with maintaining the operation of the NPARC Contractors Quarters at Umagico – take bookings and payments, arrange cleaning and maintenance, issue and return of keys etc.
- • Maintain property inventory files & restock/replace items where required and approved
- • Maintain housing registry generating Tenancy Agreements for staff houses as/when required,
- • Under direction receive and handle client's complaints.
- • Under direction for providing customers service to the clients; in person over the counter, through telephone, written and email correspondence
- • Assist with the purchasing function as required arranging orders, goods receipting and delivery of items to houses, arrange installation as required.
- • Filing of NPARC Staff housing and lease documents to TRIM and physically
- • Report maintenance requests to operations department where applicable and follow up that work is complete
- • Request quotes from tradesmen to undertake repairs and maintenance when required and ensure work is complete
- • Perform with other related duties as required.

- Report maintenance requests to operations department where applicable.
- Obtain quotes, generate stock orders and Purchase Orders, goods receipting.
- Assist Manager with cleaning of NPARC facilities.
- Keeping register of keys and property files up to date.
- Filing of NPARC Staff housing documents TRIM and maintaining physical files
- Filing of NPARC Lease documents TRIM and physically
- Assist with the purchasing function as required.
- Perform with other Office Duties as required.

### **In return for your valued contribution, you will be rewarded with:**

- Fixed term, Fulltime
- \$66,473.16 – \$91,384.48 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

### **The successful applicant will have:**

#### ***Essentials***

1. Certificate IV in Business or equivalent qualification in a related field
2. Property Management or equivalent leasing administration experience
3. Ability to work under high pressure situations to meet deadlines and maintain quality standards
4. Demonstrated capacity to carry out work and meet deadlines with limited supervision
5. High level reliability, integrity, punctuality and confidentiality
6. Strong ability to effectively organise and prioritise work and activities, preparedness to accept accountability for the quality of work delivered
7. Proven ability to negotiate and resolve conflict
8. Well-developed interpersonal, written and oral communication skills, including the ability to build relationships with colleagues and community both indigenous and non-indigenous.
9. Good skills in MS Word, Excel Outlook and an ability to become proficient in the use corporate IT Systems such as electronic record and document management (TRIM) and property leasing software
10. Ability to work as part of a team
11. Understanding the practical application of WH&S requirements
12. Current Australian Drivers Licence

#### ***Desirable***

1. Understanding of government protocols and procedures

## **Are you ready to catapult your career?**

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au)

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

### **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

**Applications Close: Tuesday 30<sup>th</sup> April 2024**