



Position Description

Agency	Department of Foreign Affairs and Trade
Position Number	PN5594
Position Title	Senior Property and Security Manager
Classification	LE5
Section	Corporate Services
Reports To	Senior Administration Officer (SAO)
Monthly Salary	HKD40,317
Status	Initial period of one-year full-time contract with possible extension

The Australian Consulate-General, Hong Kong is seeking applications from suitably qualified persons for its locally engaged Senior Property and Security Manager position. Benefits such as medical insurance, Chinese New Year Bonus, paid annual leave, and other staff entitlements and allowances in accordance with the Australian Consulate-General's Locally Engaged Staff Terms and Conditions of Employment will be offered to the successful candidate. Applications are due by **25 October 2024 (Fri)**.

Australian Government's Department of Foreign Affairs and Trade (DFAT)

The role of 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.

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.

About the Position

The Senior Property and Security Manager is responsible for the effective management of assets and procedures for the Australian Consulate-General in Hong Kong, including the Chancery, the Official Residence of the Australian Consul-General, and leased residential apartments.

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

- Provide high level and strategic advice on property, procurement and security resources to support the Consulate's objectives.
- Provide procurement advice and manage key contracts and tender processes.
- Manage the Australian owned Official Residence, leased Chancery and leased residential property portfolio including lease negotiations, physical security and maintenance in accordance with departmental guidelines.
- Manage and oversee the negotiation of residential leases and ensure that lease agreements comply with relevant local and Commonwealth guidelines, keeping informed of developments in the residential property market and providing management with well considered advice regarding emerging trends.
- Develop and implement/ improve processes including updating records and databases, monitoring leases and ensure renewals, extensions and terminations are negotiated in a timely manner.

- Provide procurement advice and manage key contracts and tender processes. Negotiate service contracts at competitive terms on the Consulate's behalf, ensuring transparency for audit purposes.
- Develop and implement a facility management program, including preventative maintenance and life-cycle requirements.
- Monitor the security environment and conduct regular checks and improvements to ensure the Chancery and residences comply with requirements.
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders including leasing agents, local authorities and partner agencies.
- Manage and lead a small team by establishing work priorities, monitoring performance, providing regular feedback and identifying learning opportunities for team members.
- Manage the logistics, including airport co-ordination and on-ground support for Australian Government diplomatic couriers and safe hands cargo. This involves monthly out-of-hours duty with overtime payments.
- Manage the work health safety and risk mitigation requirements for the Consulate and official residences, and implement and manage as required.
- Perform other duties as required.

Qualifications/Experience

- Experience in the delivery of property and security services.
- Well-developed organisational skills and the ability to manage competing priorities to ensure services are delivered and deadlines are achieved.
- Strong interpersonal skills and demonstrated ability to communicate effectively in written and spoken English.
- Demonstrated administrative skills with good attention to detail.
- Demonstrated ability to lead a small team.
- Proficiency in Microsoft Office
- Ability to quickly understand, and apply, Australian Government regulations, policies and procedures.

Desirable

- Australian citizen with a current Australian National Security clearance or an Australian citizen willing to undergo the security checks necessary to obtain the required security clearance.
- An understanding of accounting based software, ideally SAP.

Prospective applicants also need to demonstrate that they are eligible to work in Hong Kong by meeting the local citizenship/permanent resident requirements or being in a position to obtain a work visa.