



Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION TITLE	Property and Maintenance Officer
CLASSIFICATION	LE2.1
SECTION	Finance and Administration
REPORTS TO (TITLE)	Property Services Manager

ABOUT THE 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.

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 position reports to the Property Services Manager who will determine what maintenance works are required to be performed. The duties of the position are physically demanding at times. Some weekend and out of hours will be required.

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

- Assess the source of maintenance problems and make recommendations to the Property Services Manager on the most cost-effective solution
- Undertake maintenance repairs including electrical works, plumbing and draining maintenance, painting walls and furniture to a high standard
- Supervise the work of outsourced contractors, including diesel and gas providers, gardeners, maintenance contractors and pest control services provider at residential properties and the Chancery
- Manage the routine prevention maintenance for Diesel and Gas boilers, smoke detectors, generators, water filters and fire extinguishers at residential properties
- Coordinate and manage the provision of utilities and other services in the Chancery and in residential properties, including liaison with providers and follow up
- Assist in moving furniture and other items as requested between residential properties and the Chancery.
- Build and maintain good working relationships with key internal and external stakeholders such as suppliers and service providers. Ensure all maintenance purchases are undertaken in accordance with departmental guidelines and legislative requirements

- Support the procurement and disposal of residential and office furniture and maintenance of inventory records in accordance with departmental guidelines.
- Maintain work health and safety standards (WHS) in the Chancery and residential properties and report any non-compliance to the Property Services Manager
- As part of a small team, provide administrative support and back up support as required.

The position is at the LE2.1 level and the base salary is 1,098.340 (JODs) paid monthly. All new staff are employed on a fixed term contract basis and will initially be engaged for a three-month probationary period.

REQUIRED QUALIFICATIONS /EXPERIENCE/KNOWLEDGE/SKILLS:

- Ability to exercise sound judgment, respond to challenges, manage competing priorities and work under supervision to achieve work goals.
- Sound knowledge of safety standards relating to property matters, including electrical
- Sound communication and interpersonal skills, and the ability to maintain confidentiality.
- Ability to contribute effectively as a member of a small team, including proven initiative, cooperation, flexibility and reliability.
- Sound organisational skills, with excellent attention to detail.
- Ability to work within compliance and legislative frameworks, and ability to maintain accurate records.
- Sound negotiation and problem-solving skills, with a demonstrated capacity to achieve favourable outcomes in negotiation processes.
- Ability to undertake routine and minor building maintenance works and assist with physical tasks.

QUALIFICATIONS/EXPERIENCE:

- Sound knowledge of safety standards relating to property matters, including electrical
- Handyman, electrical, plumbing and residential maintenance skills
- Problem Solving skills
- Knowledge of local service providers and suppliers
- Good administrative skills.
- Good English Language is a plus.

OUR IDEAL CANDIDATE:

- Our ideal candidate will be someone who works well with others, takes direction, prioritises tasks and is able to complete basic maintenance tasks to a high standard under limited supervision. They will have a sound knowledge of safety standards as they apply to residential properties.



SUBMITTING YOUR APPLICATION:

Applicants must submit:

- A short resume (maximum two pages).
- Filling up the PDF form linked to this ad which summarises your skills and experience, demonstrating why you are the best person for the role.
- At least two employment referees including contact details – if currently employed, one referee should be your current supervisor.
- Mention the title of the vacancy (Property and Maintenance Officer) in your e-mail subject.

Please e-mail applications to (recruitment.amman@dfat.gov.au) by Saturday the 11th of October, 2025, 23:59.

Applications that do not specifically address the required skills and experience in the written submission will not be considered.

Only shortlisted applicants will be contacted for interview.