



Property and Facilities Manager

The Indigenous Land Corporation (ILC) is a corporate Commonwealth statutory authority established to provide economic, environmental, social and cultural benefits for Aboriginal people and Torres Strait Islanders by assisting in the acquisition and management of an Indigenous land base.

We have an exciting opportunity for an experienced Property and Facilities Manager. The Property and Facilities Manager is primarily responsible for the management of a significant heritage listed property in the Perth Metropolitan area in addition to providing property management support and technical advice to assist in the management of a number of properties across Western Australia.

The role will be responsible for the management of day-to-day operational matters, project management, risk management and compliance. You will play a key role in client management, provide technical expertise and undertake general administration.

Reporting to the Operations Manager in the ILC's Perth office, the successful applicant will be required to:

- manage the logistics and day to day requirements including the quality control of ILC service contracts across the properties
- develop, implement and report on an annual management and maintenance regime, incorporating work health and safety and other legislative requirements
- arrange repairs and maintenance to ensure safe, efficient and effective operation of the properties
- provide project management expertise to oversee any onsite works

To be successful in this role you must have:

- demonstrated strong written and verbal communication skills, with excellent interpersonal skills and the ability to develop and maintain constructive working relationships
- commercial property and facilities management experience, preferably in a multi-use site dealing with corporate tenants under various lease agreements
- strong organisational skills and the ability to manage multiple projects, prioritise, monitor and evaluate work performance, and to assess and improve the effectiveness of administrative and management processes

The ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a good knowledge and understanding of their cultures will be highly regarded but not essential.

This position is initially for a 2 year fixed term period. The commencing salary will be within the range above depending on your skills and experience.

*For further information, please contact **Kylie Tame, Operations Manager on (08) 9420 6300 or Freecall 1800 818 490.** (Position documentation, the Recruitment Privacy Statement and more information about the ILC are available on our website at www.ilc.gov.au)*

You must be an Australian resident and your application must demonstrate that you have knowledge of the role and functions of the Indigenous Land Corporation.

To apply visit www.ilc.gov.au/jobs

Applications are to include a covering letter and a detailed current CV and should be in "MS word" or PDF. Further information may be requested if you are selected for interview.

Applications close 5:00pm Wednesday 16 August 2017

Aboriginal and Torres Strait Islander people are encouraged to apply