



## NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

<b>Role:</b>	Property Officer, Saumarez
<b>Department:</b>	Commercial
<b>Primary Location:</b>	Saumarez Homestead, Armidale
<b>Direct Manager:</b>	Facilities Manager, Saumarez
<b>Direct Reports:</b>	Nil
<b>Employment Status:</b>	Casual
<b>Hours of work:</b>	10 per week

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### Organisation Overview

The National Trust of Australia (New South Wales) is the State's largest community based conservation organisation. It operates a number of important museums and historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is established and its role defined by the *National Trust of Australia (New South Wales) Act 1990*. The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

<b>Vision:</b>	To bring the heritage of NSW to life for future generations
<b>Mission:</b>	<b>Advocate</b> for the conservation of built, cultural and natural heritage by engaging with the community and government. <b>Identify, conserve and protect</b> our built, cultural and natural heritage by example, advice and support. <b>Educate and engage</b> the community by telling our stories in ways that awaken a sense of place and belonging.

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### Primary Purpose

The Property Officer reports to the Facilities Manager and is responsible for general maintenance of the grounds and house. This includes but is not limited to: Mowing and general gardening duties, maintenance of minor house repairs, cleaning of amenities, removal of rubbish from site and general handyman work to ensure the smooth running of the property and overall appearance of the house and grounds.

They will also work closely with the Visitor Experience Coordinator and gardening volunteers, and assist with set up and bump out of weekend activities as required.

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### Hours

This is a casual position for 10 hours per week, including on weekends. The days of working will depend on property activities and a high degree of flexibility is essential

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### Key Accountabilities

The Property Officer is responsible for:

**Building maintenance and cleaning - Function Centre / Main House /Toilets**

- Ensuring that windows of Function Centre and Main house (Ground floor) are regularly checked and cleaned, periodically checking (fortnightly) light bulbs both internally and externally and replacing as required, sweeping verandahs, courtyards and removing spider webs
- Removal of litter and rubbish from Saumarez Centre & Toilets and disposing of it in appropriate bins at Front Gate or at the Rubbish Recycling Centre, as appropriate
- Ensuring there are adequate stocks of cleaning products and bathroom supplies at all times, including updating stock sheets and notifying office of supply requirements
- Reporting any matters pertaining to building and grounds maintenance noticed in the conduct of duties to the Facilities Manager as soon as practicable. This includes any potential work, health and safety risk.
- If required, assisting the Visitor Experience Coordinator with set up and bump out of weekend or out of hour's activities at the Property, including assisting with movement of outdoor furniture and equipment and clean up following the monthly Farmers Market, or any venue hire bookings on site.
- Undertaking weekly cleaning of amenities or as required if on duty during a Venue Hire, Function, Public Holiday or Farmers Market.
- Assisting with securing of premises as required if rostered on duty during a Venue Hire, Function, Public Holiday or Farmers Market.

#### **Gardening duties**

- Ensuring the grass is regularly cut, the borders and paths maintained and pruning undertaken as required
- Removing leaves and/or garden debris from paths and driveway, ensuring any trip hazards or overhanging/dead branches that need attention are reported to the Facilities Manager
- Removing garden refuse from site or undertaking composting as appropriate
- Maintaining the irrigation system, reporting any issues to the Facilities Manager
- In consultation with the Facilities Manager, ensuring tools and equipment are maintained and serviced according to the Maintenance Schedule
- In consultation with the Facilities Manager, establishing a regular schedule of planting, fertilizing, weeding and watering
- Assisting the Facilities Manager with any gardening or maintenance projects as directed

#### **Key Challenges**

- Saumarez Homestead is a high profile property in the New England region. It operates with minimal support staff and a small group of volunteers. One of the main challenges the Property Officer is faced with is the need to schedule their duties around the activities that might be taking place within the House or garden. Flexibility, practicality and versatility are required to ensure that they don't impact any visitor experience whilst allowing the House and garden to be presented to its best advantage.
- It is also a challenge to prioritise disparate tasks with limited resources and maintain efficient communications between colleagues and volunteers over the weekend roster cycle.

#### **Key Performance Measures**

1. House well maintained
2. Grounds well-presented and prepared for open days and events
3. Rubbish removed from site and disposed of appropriately
4. Positive feedback from staff, volunteers and venue hire and event clients
5. Promotion and maintenance of a strong team ethic at Saumarez Homestead

### **Qualifications and Experience**

1. Relevant qualifications in a discipline related to the built environment such as building maintenance or landscaping or extensive experience within these industries
  2. Accredited herbicide users training (Chemical Certification AQF3) or willingness to be trained
  3. Mechanical aptitude and ability to use and maintain tools such as a brush cutter or backpack sprayers
  4. Current First Aid Certificate (or willingness to gain)
  5. Class C driver's license
  6. An understanding of and commitment to the National Trust's aims, objectives and workplace values, together with relevant policies and guidelines with particular regard for our Child Safe Child Friendly Policy and the principles of Equity & Diversity and WH&S.
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### **Key Result Areas**

#### **Resilience and Courage**

- Be flexible, show initiative and respond quickly when situations change
- Remain calm under pressure and in challenging situations
- Be open, honest and respectful in dealing with all stakeholders
- Strong prioritising, time management, organisation and planning skills required

#### **Act with Integrity**

- Act to prevent and report misconduct, illegal and inappropriate behaviour
- Represent the organisation in an honest, ethical and professional way and encourage others to do so

#### **Value Diversity and Inclusion**

- Show respect for diverse backgrounds, experiences and perspectives

#### **Communicate Effectively**

- Communicate concisely and clearly with all stakeholders, volunteers, National Trust staff and community groups as required and maintain the goodwill of volunteers and the broader community

#### **Work Collaboratively**

- Facilitate opportunities to engage and collaborate with internal and external stakeholders and contractors to develop joint solutions

#### **Deliver Results**

- Achieve results through efficient use of resources and a commitment to quality outcomes
- Complete work tasks to agreed budgets, timeframes and standards

**Plan and Prioritise**

- Respond proactively to changing circumstances and adjust plans and schedules when necessary

**Demonstrate Accountability**

- Be responsible for own actions
- Adhere to any relevant legislation and policies
- Be proactive in identifying and addressing risk and challenges

**Equipment and Tools**

- Understand and use appropriate equipment to maximise efficiencies and effectiveness

**Procurement / Contract Management**

- Understand and apply procurement processes to ensure effective purchasing and contract performance

**Manage and Develop People**

- Support the skills and capabilities of voluntary workforce to achieve optimum performance and benefits for the organisation

**Inspire Direction and Purpose**

- Build a shared sense of direction with volunteers, clarifying priorities and goals and inspiring others to achieve them
- Recognise personal and team achievements

**Optimise Business Outcomes**

- Evaluate potential activities to ensure they balance environmental and heritage concerns with the need to maximise public involvement in the Trust activities

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*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.*

**Draft Approval Date:** August 2021