



State Office: Penitentiary Chapel Historic Site
6 Brisbane Street
HOBART TASMANIA 7000

PROPERTY MANAGER – GUIDE FOR APPLICANTS

Thank you for your interest in applying for the role of Property Manager with the National Trust of Australia (Tasmania). Three positions have been advertised, based in the South, North and North-West.

We will be recruiting these roles per public service positions. You will need to complete a written application. Applicants to progress to the next level will be selected (shortlisted) based on the written application. We will then conduct interviews to select the successful candidate for the position.

Your written application should include:

* A Resumé listing relevant work experience and the names of at least two referees who can provide a reference for you from a professional (workplace performance) perspective

* A written application of no more than three pages addressing your aptitude for the position based on your experience in the following areas:

- Leading and managing effective staff and volunteer teams
- Developing business and community partnerships that contribute to brand and sustainability
- Experience of managing historic properties, gardens and collections and high-quality visitor programs.
- Managing a range of programs (including conservation, interpretation, maintenance, visitor services and other daily operations) in a high-volume environment with a strong customer focus and business acumen

Your application will provide an insight into your written communication skills.

Applications will close on Monday 29 August. We anticipate interviewing in the following weeks.

The Role Descriptions are also included in this tab.

Enquiries:

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