



Government
of South Australia

Department for Infrastructure
and Transport

Property Intern (ASO2)

Role statement

Organisational alignment	Division:	Commercial & Contract Management
	Directorate:	Property
	Section:	Real Estate / Property Acquisition / Across Government Accommodation
Reporting relationships	Reports to:	Relevant Section Manager
	Direct reports:	Nil FTE

Role overview

Property Intern opportunities are an entry level pathway to the Department for Infrastructure and Transport's (the 'Department') diverse property cohort.

Interns will gain exposure and practical experience in supporting various day to day activities and projects in a variety of functions, including property management and leasing, acquisition, disposals, asset and facilities management and projects.

The Interns have an opportunity to engage with various stakeholders, including agency representatives, other Government Departments, industry and members of the public to support successful property management activities, projects and initiatives, whilst gaining practical experience that compliments their academic qualifications.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

The Intern may be required to undertake a wide range of activities which could include any of the following:

- Undertake a range of project or program support functions, including supporting process improvements or administrative activities, relating to the day-to-day operations within the directorate.
- Research and analyse solutions to discipline problems, whilst working within Departmental systems, processes, and policies.
- Prepare responses to customers and stakeholder enquiries, briefing notices, or documents, with consideration of relevant legislation, standards and policies.
- Maintain records and systems, support the review of documents and data to ensure professional standards of programs, projects, assets, systems and/or services.
- Support assurance processes to ensure work undertaken meets quality and service delivery standards or that assets are maintained and compliant with regulations, codes, and specifications.
- Develop knowledge of the discipline, the issues, risks, trends, and directions associated with the range of functions, including an understanding of relevant quality and risk management requirements.
- Contribute to the review of discipline techniques, technologies, and methodologies to achieve improved outcomes.
- Contribute to a safe, diverse, and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- Initial term contract of employment, up to full-time hours during university holidays, and potential for extension with flexible hours to support study throughout the year.
- A South Australian Public Sector Pre-Employment Declaration is required prior to employment.
- A National Police Check (NPC) is required prior to employment.
- Australian Citizen, Australian Permanent Resident, or a visa that permits the candidate to work in Australia.
- Some roles may require a Working with Children Check from the Department for Human Services prior to employment.

Educational qualifications / licenses

Currently undertaking the following studies at a recognised Australian Tertiary Institution:

- Bachelor of Business (Property), Bachelor of Commerce (Property) or equivalent whereby the student completes a Major in Property or Property related speciality.

Technical capabilities

- Nil.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 1: Team member

Stream 1 roles would typically consist of individual contributors and team members (indicative classifications include ASO1-3, GSE2, PO1, OPS1-3, TGO0-1, TRA, CMW3-7, M8-11, WBT3-6).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Capacity to communicate clearly and concisely with a wide range of people including the ability to listen to stakeholders, handle sensitive or difficult issues with tact and diplomacy and maintain a high degree of confidentiality at all times.
- Demonstrated writing skills, including the ability to interpret, comprehend and produce clear written material.
- Works collaboratively with colleagues to deliver work and to contribute to the evaluation of service performance objectives.
- Ability to exercise analytical and research skills to evaluate information and develop clear correspondence and reports that meet deadlines.
- Proven ability to display flexibility of approach in order to meet changing requirements and situations.
- Ability to work under general direction and utilise knowledge and relevant skills associated with the span of assigned functions including an understanding of government processes and objectives.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, People Culture & Capability / Director, Property

People, Culture and Capability Use Only	KNet ID: 21576725	ANZSCO code: 2245 / 5999 / 6121	Position number: Multiple
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