



## POSITION DESCRIPTION

### PROJECT CO-ORDINATOR - ASSETS

#### OVERVIEW

**PROGRAM:** Strategy and Performance

**POSITION REPORTS TO:** Asset Manager

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#### ORGANISATION CONTEXT:

##### Vision

Aboriginal Housing Victoria's (AHV) vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

AHV is the first Aboriginal housing agency to be registered as a Housing Association in Victoria and it is also the largest. Our tenants are assured of access to an Aboriginal landlord and personalized and culturally sensitive services for Aboriginal people which helps to maintain and strengthen Aboriginal communities and cultural ties.

AHV provides housing to approximately 4,000 low income Aboriginal Victorians in 1,520 properties, representing 8% of the Aboriginal population. AHV manages tenancies across metropolitan and regional Victoria - Loddon Mallee (302), Gippsland (216), Hume (197), Grampians (119), Barwon (145) and the Northern (186), Southern (167), Eastern (44) and Western (144) Melbourne Metropolitan areas.

In September 2016, the Victorian Government formally announced the transfer of title of 1,448 properties that were previously managed by AHV, on behalf of the Director of Housing. The first tranche of 511 properties in the metropolitan Melbourne has occurred, with the balance of properties to be transferred over the next 2 years. The transfer of the properties to AHV, valued at approximately \$500 million is the largest to any community agency in Victoria. As the single largest financial commitment to Aboriginal Affairs in Victoria's history, it represents one of the most significant acts of self determination in Victoria. Title transfer represents significant progress toward achievement of the original ambition of AHV's founding Elders to achieve self determination and provide culturally responsive housing services.

##### Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non Aboriginal community.

**Respect and support** for Aboriginal identity and culture and for our tenants and stakeholders

**Striving for excellence** through leadership in Aboriginal housing and best practice service delivery

**Integrity, trust and honesty** in all our business activities

**Collaborative relationships** with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other

In 2015/16 AHV is looking to become recognized and accredited as a workplace taking active steps to stop men's violence against women under the White Ribbon Workplace Accreditation Program and has a zero tolerance approach to violence.

AHV is also committed to promoting and protecting the interests and safety of children.

#### **PROGRAM INFORMATION:**

The Strategy and Performance division is responsible for: strategic policy development; community engagement; advocacy; strategic asset management and maintenance and development; governance; data collection and management; and key performance reporting.

#### **PURPOSE OF THE POSITION:**

Reporting to the Asset Manager, the Project Co-ordinator – Assets, will participate in the development of AHV's Asset Management plans and assist with the development of AHV's ongoing asset management strategy, policies and functions. The Co-ordinator will play a key role in the property compliance audit program and in the development and co-ordination of a range of projects to deliver on AHV housing initiatives. An essential function of the role is facilitating the flow of information among team members and across the organisation.

The Project Co-ordinator's activities will contribute to AHV achieving its strategic directions as set out in the business plan by managing the associated activities within set time, cost and quality parameters. This in turn will support AHV in its contribution to the self determination and self management of the Victorian Aboriginal Community.

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#### **KEY RESPONSIBILITIES**

- Assist in and Co-ordinate the Property Compliance Audit (PCA) program including undertaking PCAs as necessary.
- Develop scopes and compile major capital, upgrade and cyclical maintenance programs.
- Preparation of tender and quotation documents.
- Build effective relationships with contractors, clients and external stakeholders.
- Manage job scheduling and job progress from start to finish in an efficient and cost effective manner with a strong focus on quality.
- Troubleshoot and validate variations where applicable.
- Ensure projects meet specifications and quality requirements and are completed to deadlines in accordance with the contract and regulatory requirements.
- Contribute to planning of works and allocation of resources generally and lead delivery of AHV's capital, cyclical and upgrade program.
- Participate in targeted business improvement projects to improve systems, policy, procedure, and practice.
- Undertake asset management activities related to the sale, purchase and development of properties as directed.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base understanding that not all duties will be necessarily performed at all times.
- Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.

## QUALIFICATIONS AND LICENSES

- Relevant building or asset management qualifications and experience or will accept relevant trade qualification and experience. Victorian driver's licence essential

## KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Demonstrated experience in managing building and repairs projects on time and to budget.
- Strong understanding of building codes, finishing standards, products, suppliers, contracts, scope of works and the variation process.
- A good understanding of the principles of property and asset management along with experience in undertaking property inspections and compliance audits.
- Highly organised with the ability to work on multiple tasks, manage competing priorities with proven ability to meet demanding deadlines.
- The ability to work independently, own responsibilities and use professional judgment in managing complex matters and work well within a team.
- Exceptional and effective interpersonal, communication, negotiation and facilitation skills with experience in building and managing relationships with a wide variety of customers and stakeholders.
- Proficiency in IT systems including the Microsoft suite of applications.

## EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment
- AHV is an equal opportunity workplace
- AHV promotes a smoke free workplace
- A current National Police records check and relevant valid state Working With Children Check are required
- Attend mandatory and other training as required

**APPROVED BY MANAGER** .....

**ACCEPTED BY STAFF MEMBER** .....

**DATE** .....