



## POSITION DESCRIPTION

### PROPERTY COMPLIANCE OFFICER

#### OVERVIEW

<b>PROGRAM</b>	Assets and Development
<b>POSITION REPORTS TO</b>	Team Leader Maintenance and Operations
<b>DIRECT REPORTS</b>	Nil
<b>IDENTIFIED POSITION</b>	No
<b>DATE PREPARED</b>	16/03/2021
<b>AWARD</b>	SCHCADS 4.1

#### ORGANISATION CONTEXT

##### About

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/or Torres Strait Islander people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

##### 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 renters 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, renters, government and stakeholders

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

AHV is as a workplace taking active steps to stop men's violence against women and has a zero tolerance approach to violence in any form.

#### PROGRAM INFORMATION

Maintenance and Operations sits within the Assets and Development Division which also includes Tenancy and Client Services. The Division is responsible for the delivery of a range of services including client enquiries, managing waiting lists, allocations, rent payment, arrears, property management and maintenance works and life skills support.

## PURPOSE OF THE POSITION:

The Property Compliance Officer (PCO) is primarily responsible for the inspection of AHV properties and assessment of their condition for the purposes of assisting AHV understand the condition of its housing stock and to contribute to the development of capital works programs and effective management of assets.

The PCO activities will contribute to ensuring AHV achieves its strategic directions as set out in the business plan by assisting the organisation to understand the quality and condition of the stock it maintains and manage its assets in accordance with AHV's strategic objectives. This in turn will support AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community.

## KEY RESPONSIBILITIES

- Inspection of properties and assessment of their structural condition and maintenance requirements.
- Raise work orders and ensure completion of work in accordance with required specifications and standards.
- Collection of property related information to support AHV's asset management functions including updating the asset register in SDM with property information and accurate maintenance of property records.
- Preparation of reports outlining the condition of individual properties
- Management of inspection schedules
- Taking direction from AHV staff undertaking strategic asset management functions in relation to the maintenance of the asset register.
- Report back to the Director of Assets and Development and the Executive Management Group on property-related matters.
- Contribute to the ongoing development of asset and maintenance related policies and procedures
- 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.
- 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.

## QUALIFICATIONS AND LICENSES

- A relevant trade qualification or the equivalent experience.
- Victorian driver's licence.

## 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.
- Sound knowledge and experience in the application of relevant statutory Building Codes, Acts and Regulations and residential construction techniques and methods.
- Up to date knowledge of current quality assurance and OH&S standards in relation to the residential building industry.
- The ability to monitor data integrity and apply appropriate procedures for maintaining accurate records.
- The ability to build rapport and work with clients with complex needs.
- Strong written and verbal communication skills, and the ability to present to a range of audiences
- Knowledge of the community housing sector and an understanding of the issues it faces.
- Strong attention to detail and exceptional time management skills with the ability to prioritise a demanding work load.
- Ability to work autonomously and to operate at a high level of personal responsibility for the effective completion of tasks.

## **EMPLOYMENT CONDITIONS**

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- A current National Police records check and Working with Children Check are required.
- Hold a COVID-19 Vaccination Certificate or a Vaccination Exemption certificate.
- Attend mandatory and other training as required.