



## POSITION DESCRIPTION

### PROPERTY COMPLIANCE OFFICER

#### OVERVIEW

<b>PROGRAM</b>	Housing Solutions
<b>POSITION REPORTS TO</b>	State Maintenance Manager (Community Housing)
<b>DIRECT REPORTS</b>	Nil
<b>IDENTIFIED POSITION</b>	No; Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply
<b>DATE PREPARED</b>	23 April 2025
<b>AWARD</b>	SCHCADS award level 4

#### ORGANISATION CONTEXT

##### About

Aboriginal Housing Victoria (AHV) is an Aboriginal<sup>1</sup> community organisation responsible for managing more than 1,800 rental properties for Aboriginal 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 non-government Aboriginal housing organisation in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na woorn-tyeen maar-takoort* (Every Aboriginal Person has a Home). As the housing and homeless policy lead in the Victorian Aboriginal community, AHV has a 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 at those most in need of support. Through the provision of secure housing by an Aboriginal rental provider, 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 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

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

#### PROGRAM INFORMATION

<sup>1</sup> Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

Maintenance services sit within the Housing Solutions Division. The Division is responsible for the delivery of services including maintenance works, capital refurbishments and new developments.

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

The Property Compliance Officer (PCO) is primarily responsible for the inspection of AHV properties and assessment of their condition to assist 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/reporting on their 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, to ensure accurate maintenance of property records.
- Management of inspection schedules and Property Condition Assessment for uploading into SPM.
- Support of Housing Officers.
- Taking direction from AHV staff undertaking strategic asset management functions concerning the maintenance of the asset register.
- Report back to the Team Leader Maintenance 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 renters 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 equivalent experience.
- Victorian driver's licence.

#### **KEY SELECTION CRITERIA**

- Awareness and appreciation of Aboriginal societies and cultures and 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 concerning the residential building industry.
- The ability to maintain accurate records.
- Strong computer literacy skills, across normal business software and property systems.
- The ability to build rapport and work with renters with complex needs.
- Strong written and verbal communication skills.
- Knowledge of the community housing sector and an understanding of the issues it faces.

- Strong attention to detail and excellent time management skills with the ability to prioritise a demanding workload, across a wide property portfolio.
- Ability to work autonomously, with a high level of personal responsibility for the effective completion of tasks.

#### **EMPLOYMENT CONDITIONS**

- Terms and conditions of employment as included in the Contract of Employment.
- AHV is an equal opportunity workplace.
- A National Police Records Check and Working with Children Check, satisfactory to AHV, are required before commencement.
- Attendance at mandatory and other training as required.
- Constructive/active participation in key AHV activities, which support renters and the Aboriginal community more generally e.g. AHV NAIDOC Family Day.