



POSITION DESCRIPTION

Renter Home Purchase Project Officer

OVERVIEW

PROGRAM AREA:	Aboriginal Housing Services
POSITION REPORTS TO:	TBC
DIRECT REPORTS:	Nil
IDENTIFIED POSITION:	No; Aboriginal and Torres Strait Islander candidates strongly encouraged to apply
DATE PREPARED	July 2025
AWARD:	SCHADS Level 5 (.6 FTE equivalent)

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is the largest Aboriginal community housing provider in Australia.¹ Managing more than 1800 properties with over 4,500 renters, our vision is to secure appropriate and affordable housing as a pathway to better lives and stronger communities for Aboriginal Victorians.

AHV is also the lead agency for Victoria's Aboriginal housing and homelessness policy framework, Mana-na woorn-tyeen maar-takoort: the Victorian Aboriginal Housing and Homelessness Framework. As the policy lead for Aboriginal housing and homeless policy in Victoria AHV works with community and partners in government to secure the resources and reforms to implement the strategic objectives of Mana-na woorn-tyeen maar-takoort. Supporting the development of capable and adequately resourced Aboriginal housing and homelessness sector is the key to empowering Victoria's Aboriginal community to determine its chosen housing future.

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

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

PROGRAM INFORMATION

The Housing Services division is responsible for managing all aspects of a tenancy from allocation to end of lease, wellbeing programs and community engagement for more than 1800 properties throughout regional and metropolitan Victoria. This division is overseen by the Director Aboriginal Housing Services.

PURPOSE OF THE POSITION

This role will oversee The Renter Home Purchase Program (RHPP) pilot which is a new initiative developed by Aboriginal Housing Victoria (AHV) that gives eligible renters the opportunity to buy the home they currently live in supporting Aboriginal home ownership by recognising renters' deep connections to their homes, families and communities. This program supports pathways towards Aboriginal home ownership, building long-term stability, creating intergenerational wealth, and strengthening community connection.

The RHPP Project Officer will aid the Victorian Aboriginal Community to engage in the program and help develop potential Rent to Buy schemes. The position will provide non-financial advice and guidance to the community, assess EOI's made through the scheme and make recommendations on approval for purchase by working with the relevant internal Directors. The role will also support the development of an evaluation at the end of the Pilot to determine ongoing feasibility of the program.

KEY RESPONSIBILITIES

- Support the implementation of the RHPP pilot and assessment of EOI's submitted by potential homebuyers.
- Develop recommendations for the assessment panel to determine the outcome of renter purchase requests.
- Assist with general program enquiries and connect renters to relevant supports and shared equity programs available.
- Provide non-financial guidance to participants of the program including referrals to lenders, homeownership hub and other relevant support services.
- Liaise with internal and external stakeholders to gather input and ensure that their views are considered in policy development.
- Participate and support the organisation of governance meetings, workshops, and consultations for both policy and program development.
- Ensure that services are designed in a culturally aware manner and leverage existing relationships, both internally and externally, to ensure that partnerships and pathways are developed and maintained.
- Regularly review and analyse data to inform service improvements and decision-making.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base. Not all duties will necessarily be performed at all times.
- Exercise a duty of care to work safely, taking reasonable care to protect one's own health and safety and that of fellow workers, volunteers and clients, including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- A relevant tertiary qualification is preferred.

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.
- Experience in developing a diverse range of corporate and operational policies, program procedures and manuals with a continuous improvement approach.

- High level interpersonal and communication skills, including the ability to work collaboratively within and across teams to ensure the completion of common goals.
- Demonstrated ability to clearly and concisely present information both in writing and verbally, together with the ability to communicate complex concepts to a broad audience.
- Demonstrated analytical, problem solving and negotiation skills, particularly when working with a diverse range of stakeholders.
- Some knowledge of the roles of the community housing and property sector.
- Highly organised with the ability to work on multiple tasks, manage competing priorities and work under pressure to meet deadlines.

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.
- Attend mandatory and other training as required.