



POSITION DESCRIPTION

STRATEGIC ASSET MANAGER

OVERVIEW

PROGRAM	Assets and Development
POSITION REPORTS TO	Executive Manager Assets and Development
DIRECT REPORTS	Nil
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply
DATE PREPARED	11 April 2023
AWARD	SCHCADS award level 8

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal¹ 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

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

The Strategic Asset Manager is part of the Assets and Development Division. The Assets and Development Division's core role is to lead the development and implementation of asset management strategies that align with and inform AHV's strategic directions; develop and maintain high quality policies, systems, and practices to achieve optimal return on investment and effectively deploy AHV's social housing assets. It has lead responsibility for:

- Preserving and growing the value and size of AHV's asset portfolio.
- Ensuring that housing stock is appropriately located, maintained and suitable to meet compliance requirements and AHV's social and community objectives.
- Contributing to the asset capability of the Aboriginal housing sector where required.

The Division is responsible for a range of total asset management functions that include Asset Strategy and Planning, Property Developments and Acquisitions, Asset Recycling and Maintenance; and developing KPIs and benchmarks to achieve best practice asset administration.

The Division will ensure a holistic approach to total asset management incorporating planning, acquisition, maintaining and disposing of/redeveloping assets. The Division is led by an Executive Manager who has overarching responsibility for delivery of the Assets and Development Division's roles and responsibilities.

PURPOSE OF THE POSITION

The Strategic Asset Manager is responsible for developing and implementing financially responsible strategies that preserve and grow the value of AHV's physical assets, ensuring that AHV's housing is appropriately located, maintained and suitable to meet AHV's social and community objectives.

The Strategic Asset Manager is responsible for the effective management of AHV's portfolio of properties.

KEY RESPONSIBILITIES

- Review and lead development of a renewed Asset Management Strategy and Asset Management Plan, that:
 - Includes the AHV Development Pipeline and Capital Development Plan.
 - Optimises the existing portfolio including through quantification of the cost of a long-term asset management upgrade and maintenance plan, including a strategic divestment framework.
 - Contributes to sustainability.
- Oversee the development and implementation of sound asset management systems and controls across the organisation including:
 - Maintain SPM Assets including currency of Property Condition Reports (through Property Compliance Officers).
 - Provide lifecycle and budget forecasts of AHV's property portfolio.
 - Analyse ongoing expenditure and assets data to:
 - Develop and implement effective cost management strategies.
 - Ensure all aspects of the property portfolio meet regulatory and compliance requirements.
 - Maintain and review Asset Management decision making documentation, policy, standards, procedures and plans that are integrated, rigorous, be financially responsible and streamline processes.
- Keep abreast of, fully understand and advise the CEO and the Board on major policy, funding and financing initiatives from both the Federal and State Government and other major sources.
- Identify areas of risk and maintain the asset management risk register.
- Assist with the preparation and endorsement of assets and maintenance budgets and manage costs within budget.
- With the Program Delivery Manager, manage procurement and strategically deliver routine asset projects, including major upgrades, to achieve long-term quality and efficiency outcomes and to ensure that development milestones

and projects are delivered to a high quality, within scope, compliant with all regulatory standards (Building Codes, NDIS SDA standards, ISO standards, etc.), on time and within budget.

- Strategic procurement and appointment of Owners Corporation (OC) Managers and maintaining an ongoing relationship with our OC management to ensure no legal exposure for AHV through attendance at meetings/casting of proxies within a delegation, potential Chair of owners committee where AHV has significant ownership in building etc.
- Ensure probity requirements are met.
- Work closely with Finance to ensure medium to long term asset management requirements are adequately budgeted.
- Work with Operations Managers to ensure minimum requirements are appropriately planned and budgeted as part of submissions to regulators and that housing meets renter standards.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills.
- Exercise a duty of care to work, taking reasonable care to protect your own health and safety and that of your fellow workers, and clients including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- Degree in Engineering/Architecture/Construction Management/Town Planning/ Property or relevant discipline.
- PRINCE2 or Project management certification and/or sound knowledge of project management techniques.
- Current Victorian driver's licence.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal communities and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Proven experience in concept development, feasibility studies, planning and delivery of new developments and projects.
- Demonstrated experience in successfully leading and managing project teams to achieve agreed outcomes.
- Sound experience preparing comprehensive management reports and evaluations.
- Sound experience and knowledge of OH&S as it applies to the housing and construction industry.
- Proven experience in cost planning, cost control, forecasting and commercial administration.
- Proven understanding of Australian Standards, Building Codes of Australia, Council and other relevant development requirements.
- Experience in leading and managing staff.
- Excellent communication skills, both verbal and written.
- High level interpersonal skills, with a demonstrated capacity to work collaboratively with peers, staff and other stakeholders, and exercise influence in a range of contexts.
- Ability to work independently, including capacity to exercise effective personal judgement.

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.