



Position Description

1. POSITION IDENTIFICATION

Position Title	Property Officer
Team	Asset Services
Location	Richmond

2. POSITION PURPOSE

Within a designated portfolio of housing co-operatives, ensure the implementation of CEHL's Asset Management program is undertaken in accordance with the requirements of the CEHL/Co-operatives Agreement (CCA) and meet compliance, quality control, and budget requirements in the efficient and effective delivery of renewal projects.

3. ORGANISATIONAL DESCRIPTION

Common Equity Housing Limited (CEHL) is Victoria's largest Housing Association and is both a provider and developer of affordable housing. CEHL uses co-operative housing models to empower people to build strong communities through better housing solutions.

CEHL is an enabler; partnering with member co-operatives, to deliver an effective, sustainable cooperative housing program. Our strategic outcomes are to:

- Achieve enabled co-operatives, empowering and engaging their members;
- To be sustainably growing our social, environmental, cultural and economic impact; and
- To be strongly contributing to a revitalised and innovative affordable housing system.

Our values statements are:

- We care for one another;
- We are responsible;
- We work together; and
- We make a difference.

CEHL is a not for profit organisation, governed by a Board of 11 Directors and whose shareholders are member co-operatives

The organisational structure comprises the following teams:

Program Development, Co-operative Development & Strategy, Housing Services, Asset Management, Real Estate Services, Financial Services, Human Resources and Administration.

4. KEY RESPONSIBILITIES

Services Provided

Inspect properties within the CEHL program portfolio according to the Inspection Plan for structural integrity using the appropriate information technology systems.

Proactively communicate with the housing co-operatives' Maintenance Directors and the Treasurers to support the co-operative to develop and implement a maintenance budget.

Scope and discuss the renewal program works identified within the CEHL budget with the co-operatives' Maintenance Directors and obtain quotations.

Engage contractors and program works with tenants' prior approval.

Ensure contractors have the appropriate insurances and health and safety induction documentation for themselves and their employees and sub-contractors.

Supervise the work of contractors to ensure compliance with the Building Code of Australia (BCA).

Visually inspect all works throughout the delivery, monitor progress, keep accurate records, and manage delivery timelines.

Conduct final inspections of renewals with the co-operatives' Maintenance Directors and tenants to ensure work is completed according to CEHL and the co-operatives' expectations and requirements.

Approve payment to contractors and manage variations in accordance with CEHL procedures.

Co-ordinate meetings/discussions with co-operative Maintenance Directors to check the performance and progress of their planned maintenance budget and provide support and advice.

Respond to questions and clarify matters raised by co-operative Maintenance Directors or other co-operative representatives or CEHL staff or managers.

Participate in Team Meetings and engage in discussions around the general performance and operations of the program administered by CEHL.

Be prepared to add value to aspects of the CEHL program to enhance its efficiency and effectiveness.

Policy and Planning	Provide input into the preparation and review of work processes or policy that will enhance the operations of the team and the program it administers.
Supervision	Supervise contractors engaged to undertake renewal works or otherwise in the co-operatives to ensure overall compliance and quality control.
Information and Advice	Provide advice to co-operatives on the development and implementation of the maintenance program, including budget allocation, costings, priorities, and quality standards.
Financial and Budgeting	<p>Monitor and manage the expenditure of the assigned renewal works program.</p> <p>Assist in the preparation of a renewals program budget by nominating the priorities of works for the assigned area.</p> <p>Assess the maintenance requirements of the co-operatives and assist them to prepare a maintenance budget.</p> <p>Approve contractor payments in accordance with CEHL delegations and procedures, and ensure compliance with CEHL procedures relating to budget and finance reporting and procurement.</p>
Compliance and Reporting	<p>Ensure that contractors engaged obtain the required certifications on works of self-regulation (i.e., plumbing & electrical).</p> <p>Ensure compliance with CEHL policies and procedures.</p>
Other Duties	<p>As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the requirements and responsibilities of the position. The allocation of other duties is in consultation with the staff member.</p> <p>Actively participate in professional development and the life, development and growth of CEHL.</p>
5. GENERIC RESPONSIBILITIES	
Mission / Vision / Values	To uphold CEHL's Purpose, Vision and Organisational values.
Adherence to Legal Requirements / CEHL Policy	To abide by all terms, conditions and requirements <i>including but not limited to</i> : Enterprise Agreement, Occupational Health & Safety; Equal Opportunity, Discrimination, Harassment and Bullying; Privacy; and Code of Conduct.
Teamwork / Collaboration	To work constructively and cooperatively as part of the CEHL team.

Communication	To effectively communicate with CEHL's internal and external stakeholders
6. KEY SELECTION CRITERIA	
Qualifications or equivalent industry knowledge and experience	Trade qualification with substantial experience in the domestic building and construction industry, or similar experience managing maintenance and renewals projects. Construction Industry Health and Safety Induction Certificate. Drivers License.
Knowledge	Good technical understanding of construction and building systems. Good knowledge of regulatory requirements, building compliance and safety standards.
Experience	Experience of working in a relevant trade (carpentry, building, plumbing, electrical, registered builder, etc.) or similar experience managing maintenance and renewals projects. Experience in working within the prescribed framework but able to think creatively to resolve problems. Experience of recruiting, inducting and supervising building contractors. Experience of working as part of a team. Experience of interacting with community housing tenants.
Skills	Technical aptitude in all areas of residential construction. Proven ability to manage multiple projects and activities. Good administration ability. Working knowledge of information technology. Work planning / project planning / self-organisation.
7. ORGANISATIONAL RELATIONSHIPS / EXTENT OF AUTHORITY	
ORGINISATIONAL RELATIONSHIPS	
Reports to	Asset Services Team Leader
Direct Reports	Supervision of contractors required occasionally.
Internal Contacts	All CEHL Managers and Staff.
External Contacts	Co-operative maintenance directors, other co-operative directors, co-operative members and their household members, building

	contractors, buildings inspectors, insurers, community agencies, utility providers, suppliers.
EXTENT OF AUTHORITY	
Under what level of supervision does the position operate?	<p>General direction of the Team Leader</p> <p>Decisions include:</p> <ul style="list-style-type: none"> • Recommendation of payment to contractors. • Authorising variations to building contracts to the value of \$1000. • Recommending renewal works and prioritization of works to the co-operative Maintenance Directors and Team Leader.
How is the freedom to act controlled or limited?	Budget, works program, work practices, supervision, regulations and legislation, Building Code of Australia.
What degree of guidance or advice is available when problems occur?	Available from the Team Leader and Asset Manager.
Where can solutions to problems be found?	Work practices, policies and procedures, precedents, industry practice guidelines, regulations and legislation.