



POSITION DESCRIPTION 2025

Position	Team Leader Assets
Job Family:	Operations
Classification:	Level 5 Salary & Conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
Hours	Full time – 38 hours per week
Duration	Permanent
Location	Canberra primarily with travel to Batemans Bay and region as required
Reports to:	Assets Manager
Responsible for:	As per Organisation Structure (as amended from time to time)
Authority to Act:	Position operates within <ul style="list-style-type: none">• Policies and procedures, guidelines and codes of conduct• The defined limits of delegated authority• The confines of budgeted restraints, relevant legislation, regulations and by-laws
Date:	August 2025

Position Purpose

The Team Leader Assets is responsible for supporting the effective management, maintenance, and improvement of the organisation's property portfolio to ensure safe, high-quality, and sustainable housing for tenants. This role provides leadership and operational oversight to the Assets team, ensuring that asset management practices align with organisational goals, budgetary requirements, and compliance with all relevant legislation and standards.

The position plays a key role in coordinating planned and responsive maintenance, property inspections, contractor performance, and capital works, while maintaining accurate asset data and reporting systems. The Team Leader Assets works closely with internal teams, external contractors, tenants, and community stakeholders to deliver efficient, cost-effective, and tenant-focused asset services.

In addition to operational delivery, the role contributes to strategic asset planning, continuous improvement initiatives, and the development of policies and procedures that strengthen the organisation's asset management capability.

The Team Leader fosters a culture of accountability, safety, and service excellence within the team, ensuring that assets are managed in a way that supports long-term sustainability and enhances tenant well-being.

Mandatory Employment Criteria

All offers of employment are subject to a six-month probationary period and all staff are required to participate in an annual performance review linked to the objectives set out for their position.

Other mandatory employment criteria are currency in:

- 3 years' experience in Asset Management or Property Management and leading a team
- Intermediate to advance skills in Microsoft Office software: Word, Outlook and Excel,
- Proven experience in using asset management software such as – Console & Bricks & Agent
- Full Driver's License
- Working with Children Check
- Criminal record check providing suitable clearance to work with vulnerable members of the community
- Vaccinations - COVID 19 as per current health guidelines
- White card

Organisational Purpose – Vision and Values

SEARMS' vision is to be a leader in the provision of culturally appropriate housing and housing services to Aboriginal clients and communities.

Our vision: To be a leader in the provision of culturally appropriate housing and housing services to our clients and communities

Our values guide everything we do:

- **Leadership:** Pursuing excellence and acting with courage.
- **Integrity:** Transparency and accountability in stewardship of assets and community trust.
- **Innovation:** Continuously learning and improving practices.
- **Kinship:** Working collectively with communities and stakeholders.
- **Equity:** Championing equal opportunities and rights for our communities.

Key Responsibilities / Capabilities expectations

Leadership & Team Management

- Lead, coach, and support the Assets team to deliver high-quality, responsive, and tenant-focused services.
- Foster a positive, accountable, and collaborative team culture.
- Provide guidance, training, and performance management to ensure staff are supported and equipped to meet organisational goals.

Asset & Property Management

- Oversee planned and responsive maintenance programs, ensuring timely, cost-effective, and quality outcomes.
- Coordinate regular property inspections and ensure accurate condition reports are maintained.
- Manage contractor and supplier performance to ensure compliance with service agreements and organisational standards.
- Support the delivery of capital works, refurbishments, and upgrades to improve property quality and tenant amenity.

Compliance & Risk Management

- Ensure compliance with all relevant legislation, regulations, building codes, and safety standards.
- Monitor and manage risks related to property condition, contractor performance, and tenant safety.
- Maintain accurate asset data and reporting systems to support compliance and decision-making.

Financial & Resource Management

- Assist in the development and monitoring of asset management budgets.
- Ensure value for money and effective resource allocation in all asset-related activities.
- Contribute to long-term asset planning and sustainability initiatives.

Stakeholder Engagement

- Build and maintain positive working relationships with tenants, contractors, service providers, and internal teams.
- Communicate effectively with tenants about property works, maintenance, and safety requirements.
- Represent the organisation in a professional and respectful manner with external stakeholders.

Continuous Improvement & Strategic Contribution

- Contribute to the development and implementation of asset management policies, systems, and processes.
- Identify opportunities for service improvements and innovation in asset management practices.
- Provide reporting and insights to support strategic decision-making and organisational planning.

Key Performance Indicators

Performance will be assessed against:

- Responsive and planned maintenance completed within agreed timeframes and standards.
- Team engagement, development, and performance outcomes achieved.
- Compliance with RTA and WHS requirements.
- Positive stakeholder feedback from tenants, contractors, and partners.
- Timely and accurate asset reporting.
- Achievement of budget targets and cost efficiency.

Person Specifications (Key Selection Criteria)

To perform this job successfully, the incumbent must be able to satisfactorily demonstrate the following qualifications, skills, and attributes in accordance with the SCHADS Level 5 classification:

- Demonstrated experience in property or asset management within housing, facilities, or community housing sectors.
- Strong leadership and team management skills, with the ability to coach and develop staff.
- Knowledge of the Residential Tenancies Act, WHS requirements, and compliance frameworks.
- Excellent organisational and time management skills, with the ability to prioritise competing demands.
- High level communication and interpersonal skills, including conflict resolution.
- Proficiency in data management, reporting systems, and Microsoft Office Suite.
- Commitment to continuous improvement, service excellence, and alignment with organisational values.

Workplace Health & Safety Statement (in accordance with WHS legislation)

In accordance with WHS legislation, all employees are required to:

- Take reasonable care for their own health and safety.
- Comply with any reasonable instruction, policy, or procedure related to health and safety in the workplace.
- Ensure actions do not put others at risk.
- Report hazards, incidents, and near misses in a timely manner.

Acknowledgment and certification

I,certify that I have read and accept the Position Description as stated above.

I acknowledge the description of the position is an outline and guide to the duties of professional activities needed to undertake this role successfully.

I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

Employee's Signature: _____ Date: _____

Employer's Signature: _____ Date: _____