

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

ASSET OFFICER

Location:

Reports to: Asset Portfolio Development Manager

Supervises: Nil

CHL Capability Band: #1

Primary Purpose:	The Asset Officer is responsible for providing professional advice regarding the management of CHL's property assets, contributing to the strategic delivery of asset improvement programs and project development services, in collaboration with our internal teams and external stakeholders
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	This role requires a proactive approach to manage and maintain CHL's asset information data, facilitate integration of asset management services and projects, and lead CHL's Capital Works Program by ~ 1. Providing advice, support and leadership in the management of CHL's asset base 2. Ensuring a high level of consistency is achieved in the application of the organisation's national asset management policies, procedures, standards and government regulations. 3. Implementing the organisation's national asset management plan 4. Assisting the Asset Team in determining the strategic asset and portfolio direction through data collection and property assessment survey methods. 5. Overseeing and participating in asset management, project management and work assignments 6. Liaising and work with contractors and key stakeholders to ensure service delivery contractual requirements are met. 7. Providing support and planned maintenance programmes to the Internal Maintenance Service Team. 8. Conducting Property Asset Surveys – assisting the wider team to complete 1/3 of specific portfolio each year 9. Providing additional appropriate support to wider team and organisation
Technical Skills, Experience & Qualifications:	• Post-trade Certificate IV qualifications or equivalent trade/industry experience within the community housing sector • Sound understanding of best practice social housing asset management, policy and legislation • Green/White WHS construction induction card (or ability to obtain) • Commitment to the right of every person to good quality housing • Current Driver's Licence (mandatory) • Satisfactory Police, Working With Children and NDIS (or equivalent) checks
Key Capabilities:	Embraces Diversity – Acknowledges and values diversity and respects difference in all its forms Project Management – Supports project planning and understands project goals, steps to be undertaken and expected outcomes Continuous Improvement – Look for and take advantage of opportunities to learn new skills in order to achieve work goals. Is adaptable in approach and willing to be flexible to accommodate the changing needs of the team and the environment Teamwork – Openly shares information, participates and contributes to team discussions and goals Guides Mentors Learns – Identifies learning opportunities. Displays a willingness to learn from feedback and experiences Listens, Understands, Adapts – Listens carefully to others and ensures mutual understanding Professionalism & Accountability – Takes responsibility for and completes own work tasks under guidance, within set budgets, timeframes and standards Probity – Adopts a principled approach, adhering to CHL's policies and procedures