

POSITION DESCRIPTION



STATE ASSET AND FACILITIES MANAGER

Reports to: State Manager

Supervises: Internal Maintenance Service Supervisor, Asset Officers, Responsive Maintenance Coordinator

CHL Capability Band: #3

Primary Purpose:	Strategically managing the state's housing assets to optimise the value, sustainability, condition and economic performance of the property portfolio aligned with the State's strategic direction. Oversee management of Internal Maintenance Services and delivery of planned, responsive and vacated maintenance.
Context:	This is a senior role leading key program or project areas that contribute to CHL's vision of a world without housing poverty. This role is a champion for CHL's values, vision and goals and promotes and drives commitment to the organisation's strategic objectives. Staff working at this level are expected to manage work practices for the health and wellbeing of staff, promote and adopt a balanced and positive approach to work and promote a working environment free from harassment and discrimination
Responsibilities:	<ol style="list-style-type: none"> 1. Development, negotiation, implementation, management and review of CHLs business and strategic plans as they relate to Asset Management and Maintenance 2. Support and technical advice to state based operational teams in the delivery of Asset Management and Maintenance services, plans and programs 3. Assist state teams in the assessment of new contracts and ventures 4. Support and contribute to the development of state asset management plans 5. Support and contribute to the review and reform of CHLs Internal Maintenance Services 6. Contribute to new business opportunities, tender and bid submissions 7. Ensure compliance with regulatory requirements and State legislation 8. Develop national policies and procedures in consultation with stakeholders to support successful, efficient operations 9. Research and report on housing needs, real estate trends and latest developments and practices in asset management to identify opportunities and risks 10. Contribute to the preparation, monitoring, coordination and management of budgets and reporting requirements 11. Provide additional appropriate support to senior leadership team and wider organisation
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Post-trade Certificate IV or relevant qualification • At least 3 years demonstrated experience in a senior asset management role in a similar industry; • Demonstrated understanding of procurement, property management and maintenance service provision to optimise asset management within the residential context; • Advanced skills in relevant asset management business systems; • Sound understanding of best practice social housing asset management, policy and legislation applying to the community housing and construction industry. • Sound knowledge and application of WHS practices, excel and budget management • Green/White card (or ability to obtain) • Current drivers licence • Satisfactory Police & Working With Children's Checks • Commitment to the right of every person to good quality housing
Key Capabilities:	<p>Client Focus – Provides leadership and focuses team on client outcomes</p> <p>Achieves Results – Enables the achievement of quality outcomes by identifying and removing potential barriers to success</p> <p>Project Management – Responsible for project management and delivery to meet time, budget and quality outcomes</p> <p>Resilience – Motivates and supports teams to achieve CHL's objectives even in difficult circumstances</p> <p>Strategic Thinking – Engages in strategic planning and uses resources to achieve CHL's aims and goals</p> <p>Leadership – Actively manages staff performance, addresses and resolves team and individual performance issues</p> <p>Teamwork – Builds cooperation and overcomes barriers to information sharing, communication and collaboration</p> <p>Negotiate & Influence – Approaches negotiations with a strong grasp of key issues, focuses discussion on the desired objectives and ensures negotiations remain professional</p> <p>Integrity – Emphasises and role models integrity and alignment with CHL's values and policies, confronting behaviours or actions of others which are at odds with the organisation's values, holds people accountable and initiates and supports corrective actions</p> <p>Professionalism & Accountability – Accepts responsibility for actions of staff and teams under area of authority and ensures there are systems in place to establish and measure accountabilities. Integrates professional expertise throughout CHL and shares own expertise to improve performance and delivery of outcomes.</p>

	<p>Financial Management – Effectively manages relevant financial processes and reporting. Assists with budget reviews and works to established budgets. Is aware of and understands financial delegation principles and processes</p> <p>Engages with Risk – Ensures that risks are identified and managed effectively and appropriate strategies are in place to respond to variance. Seeks guidance and advice when required</p>
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