

**Schedule A  
POSITION DESCRIPTION**

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| <b>POSITION TITLE:</b> | Asset Officer  |
| <b>DIRECTORATE:</b>    | Corporate Services   |
| <b>REPORTING TO:</b>   | Assets Manager   |
| <b>CLASSIFICATION:</b> | Social, Community, Home Care and Disability Services Award |
| <b>DATE UPDATED:</b>   | August 2017  |

**PURPOSE OF THE POSITION:**

**THE ASSET OFFICER** supports and works under the management of the Assets Manager who is responsible for ensuring that assets owned and leased/rented by Marist180 are maintained at high standards at all times. It includes assisting with property leasing, property equipment and maintenance programme.

**KEY RESPONSIBILITIES:**

The Assets Officer will support and work under the direction of the Assets Manager to assist in the following:

- Maintain accurate records of the M180's assets owned, leased/rented
- Prepare maintenance and capital expenditure programmes for all assets M180 has an interest in
- Ensure the agreed maintenance and capital expenditure programmes are carried out as planned within approved budgets
- Ensure that all the assets M180 has an interest in meet the relevant Health & Safety standards, other relevant building codes and local Council requirements.
- Evaluate and where necessary initiate timely actions for one-off maintenance jobs
- Communicate with M180 programme managers, coordinators and youth workers to ascertain their needs with regard to assets management
- Prepare maintenance and capital budgets for the assets including properties in consultation with the relevant stake holders
- Prepare contracts, tenders, agreements and other relevant documentation as required
- Conduct and report on due diligence activities as required
- Maintain regular contact with the lessors and property agents from whom M180 has leased properties
- Instruct the property agents and property developers as required in consultation with the supervisor

- Monitor and report on the performance of the property agents and property developers against contractual obligations
- Take appropriate action to ensure that the managing agents and property developers meet their contractual obligations
- Maintain assets management records to the standards required by M180
- Assist cost centre managers in securing rental properties for programs
- Arrange to connect/disconnect utilities for properties owned/leased by M180
- Carry out OH&S inspection in conjunction with the OH&S officer for the properties used by M180
- Prepare and present reports and make recommendations through your supervisor to the M180 Board, Chief Executive Officer and funding agencies as required
- Prepare and provide all necessary information to the authorities in order to maintain M180's registration as a registered community housing provider
- Carry out any other duties assigned by your manager

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#### **POSITION DIMENSIONS:**

##### **TRAINING AND DEVELOPMENT**

- Develop an individual professional development plan in consultation with the manager

##### **EDUCATION**

- Attend training as relevant and supported by the manager

##### **CLIENTS**

- Ensure external representation is in accordance with Marist180 ethos, values and mission

##### **WORK ENVIRONMENT**

- Represent Marist180 as required

##### **WORKPLACE HEALTH & SAFETY**

It is the Employee's responsibility to:

- Comply with instructions given for their own safety and health, and that of others
- Cooperate with Management in its fulfilment of WHS legislative obligations
- Participate in the development of a safe and healthy workplace
- Take reasonable care to ensure their own safety and health, and that of others
- Immediately report to their supervisor any perceived safety or health risk
- Report any injury or illness immediately where practical to their supervisor
- Not place others at risk by any act or omission
- Follow their supervisor's directions regarding safe work practices
- Use equipment safely and in a responsible manner

- Provide adequate supervision and direction of young people, particularly in higher risk activities

#### **SELECTION CRITERIA:**

#### WORK REQUIREMENTS:

- Relevant tertiary qualification in Property Management or extensive experience in real estate, social or community housing.
- Proven ability of asset management techniques
- Demonstrated property or asset management skills, especially in a cross-cultural setting.
- Knowledge of Residential Tenancy Act
- Experience and/or ability to follow and implement organisational policies and contractual requirements relevant to the community services sector.
- Highly developed communication and interpersonal skills, especially with people from a wide range of backgrounds.
- Demonstrated ability to develop and maintain stakeholder relationships
- Ability to work independently and as part of a team.
- Demonstrated ability in managing budgets and property management.
- Sound program, discipline, legislation and standards knowledge.
- Working with Children Check (to be provided prior to appointment)
- Police Clearance Check (to be provided prior to appointment).
- Current unrestricted Class C NSW Drivers Licence.

#### ESSENTIAL SKILLS:

- Competency to undertake the responsibilities and duties as documented in the position description.
- A high standard of professional and ethical behaviour and commitment to the philosophy, values and mission of M180.
- Highly developed time management and organisational skills and development
- The ability to work autonomously (under limited direction from management) and contribute as an effective member of a multidisciplinary team.

#### ESSENTIAL EXPERIENCE:

- Experience in budget management.
- Experience in property management (knowledge of Residential Tenancy Act and all legal issues will be an advantage).

Marist180 reserves the right to vary this Position Description in response to the changing needs of the organisation.

Creating positive change

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