



POSITION DESCRIPTION

Project Administration and Procurement Coordinator

Full-Time Ongoing

OVERVIEW

PROGRAM	Asset Management and Development
POSITION REPORTS TO	Asset Manager
DIRECT REPORTS	Nil
IDENTIFIED POSITION	NO
DATE PREPARED	01.02.2021

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/or Torres Strait Islander people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other

AHV is as a workplace taking active steps to stop men's violence against women and has a zero tolerance approach to violence in any form.

PROGRAM INFORMATION

AHV's Asset Management team seeks to:

- Grow the available housing stock within AHV's portfolio by Acquisitions, redevelopment and procurement of new and appropriate housing stock.

- Provide best practice in the procurement of major project products and services.
- Actively seek funding opportunities to supplement revenue for Asset management programs.

The Asset management team are responsible for providing strategic asset management advice to the AHV Board and Board sub-Committees to facilitate decision-making.

Such strategic Asset management function include but are not limited to:

- Project development/redevelopment.
- Project Planning
- Project Delivery.
- Major asset upgrade and refurbishments
- Asset Acquisitions
- Financial modelling and analysis of long term asset liability projections
- Delivering on asset management strategy within asset management policy and industry best practice.

PURPOSE OF THE POSITION:

The Project Administration and Procurement Coordinator will work collaboratively with the Asset Manager and Project Coordinators in establishing and upkeep of the project data files, as well as take an active role in coordination of various procurement projects.

The Project Administration and Procurement Coordinator is responsible for:

- Working with the Asset manager, Project Coordinator(s) and members of the Assets Management and Development division in establishing, and maintaining an appropriate data file and records system for all projects.
- Provide administrative support to the Asset Management team.
- Prepare briefing papers for submission to the Asset Manager, Director Assets and Development division and CEO where applicable.
- Efficient processing of project payments according to existing terms and conditions.
- Assist the Asset Manager in developing and submitting papers to AHV's Board and other sub-committees as required.
- Work collaboratively with the Asset Management team, and other departments to take a lead role in the procurement of major contracts in-line with AHV procurement guidelines to ensure consistency, probity, value for money and best practice; and
- Actively engage with members of the Assets Management and Development Division to complete other duties that may fall within the incumbent's skill base or knowledge.

Working within a highly collaborative team, the Project Administration and Procurement Coordinator will have exposure to a diverse range of projects ranging from tendering, design and construction, to major works packages, general procurement through a range of differing levels of complexity including open tender, select tender and minor works' procurement processes.

The Project Administration and Procurement Coordinator will also be responsible for working with Project coordinators to establish and maintain data storage and filing systems to ensure maximum efficiency of the team.

KEY RESPONSIBILITIES

- Assist in and Co-ordinate the Property Compliance Audit (PCA) program.
- Carrying out general project administration tasks.
- Preparation of tender and quotation documents.
- Leading administration of the procurement process within asset management projects.
- Attend meetings with members of the asset management team.
- Undertake processing of work orders and invoicing, and facilitate communication with internal and external parties relating to payment claims.

- Build effective relationships with contractors, clients and internal/external stakeholders.
- Manage data storage and administrative project systems.
- Participate in targeted business improvement projects to improve systems, policy, procedure, and practice.
- Undertake asset management activities related to the sale, purchase and development/re-development of properties as directed.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base understanding that not all duties will be necessarily performed at all times.
- Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- Victorian driver's licence
- A relevant tertiary or Project Management qualification is preferred.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Demonstrated experience in procurement, contract management and administrative duties.
- Demonstrated experience in managing office administrative tasks in a timely fashion.
- Strong understanding of the procurement process, experience in contract management and tendering processes.
- A good understanding of the project administration, minute taking, data storage, filing and record keeping.
- Highly organised with the ability to work on multiple tasks, manage competing priorities with proven ability to meet demanding deadlines.
- The ability to work independently, own responsibilities, use professional judgment in managing complex matters, and work well within a team.
- Exceptional and effective interpersonal, communication, negotiation and facilitation skills with experience in building and managing relationships with a wide variety of customers and stakeholders.
- Proficiency in IT systems including the Microsoft suite of application including excel and financial systems.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- A current National Police records check and Working with Children Check are required.
- Attend mandatory and other training as required.