



## POSITION DESCRIPTION

### Project Coordinator – Assets and Development

#### OVERVIEW

<b>PROGRAM</b>	<b>Assets and Development</b>
<b>POSITION REPORTS TO</b>	<b>Asset Manager</b>
<b>DIRECT REPORTS</b>	<b>Nil</b>
<b>IDENTIFIED POSITION</b>	<b>NO</b>
<b>CLASSIFICATION</b>	<b>SCHCADS Level 4.1</b>
<b>DATE PREPARED</b>	<b>25 May 2021</b>

#### 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

Assets and Development division is responsible for: strategic policy development, strategic asset management and maintenance programming along with development and acquisition of new housing stock across AHV's entire asset portfolio

## PURPOSE OF THE POSITION:

Reporting to the Asset Manager, the Project Co-ordinator – Assets, will primarily be responsible for delivering AHV's development and acquisition and disposals programs, along with participating in the development of AHV's Asset Management plans and AHV's ongoing asset management strategy, policies and functions. The Co-ordinator will play a key role in the development and co-ordination of a range of projects to deliver on AHV housing initiatives. An essential function of the role is facilitating the flow of information among team members and across the organisation.

The Project Co-ordinator's activities will contribute to AHV achieving its strategic directions as set out in the business plan by managing the associated activities within set time, cost and quality parameters. This in turn will support AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community.

## KEY RESPONSIBILITIES

- Facilitate client side project management of development and major works including coordination of consultants, financial management and reporting and engagement with external stakeholders.
- Preparation of tender and quotation documents.
- Build effective relationships with contractors, clients and external stakeholders.
- Manage job scheduling and job progress from start to finish in an efficient and cost effective manner with a strong focus on quality.
- Troubleshoot and validate variations where applicable.
- Ensure projects meet specifications and quality requirements and are completed to deadlines in accordance with the contract and regulatory requirements.
- Contribute to planning of works and allocation of resources generally and lead delivery of AHV's development and growth ambitions.
- Participate in targeted business improvement projects to improve systems, policy, procedure, and practice.
- Undertake asset management activities related to the sale, purchase and 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

## 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 managing building construction and major repairs projects on time and to budget.
- Strong understanding of building codes, finishing standards, products, suppliers, contracts, scope of works and the variation process.
- Demonstrable experience in project management or similar role previously dealing with projects up to \$5m
- Other relevant building or Asset Management qualifications and experience
- A good understanding of the principles of property and asset management.
- 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 and 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 applications.

## **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.