

<b>Position Title</b>	Asset Manager
<b>Team</b>	Corporate Services & Innovation
<b>Reports to</b>	Director of Corporate Services & Innovation
<b>Direct Reports</b>	Maintenance Coordinator
<b>Date effective</b>	May 2022
<b>Location</b>	Richmond Resource Centre – 13 Adolph Street, Cremorne VIC 3195

### About Lighthouse

Lighthouse Foundation support and care for some of Australia's most vulnerable children, young people, and babies who typically come from backgrounds of long-term neglect, abuse, and homelessness. Many traumatised young people develop a sense of the world as being unsafe, unjust, untrustworthy, and unpredictable. This can lead to problems in forming healthy, trusting relationships and having core human needs met. The Lighthouse Model of Care (LMC) is a treatment approach that sees, recognises, and responds to these complex features.

The LMC integrates trauma-informed practice, attachment theory, and contemporary psychoanalytic theory to create a holistic therapeutic treatment environment in which the mental and physical wellbeing, and social and emotional capacities of young people in Lighthouse programs are developed and enriched. The LMC provides the clinical underpinnings of Lighthouse Foundation programs and informs and guides decision making with our young people.

More broadly, the LMC informs and guides decision making throughout the organisation. For example, trauma informed practice does not mean simply applying these principles to our young people in isolation, but building and maintaining an organisational culture that promotes psychological safety and wellness of all its members. Lighthouse also places significant importance on the role of organisational structure as a source of containment for staff, volunteers, and those we care for. Line management structures operate to hold and contain staff and young people in our care by providing clear levels of responsibility both, operationally and clinically. Over the past 30 years, Lighthouse has successfully supported more than 1,000 children and young people to break the cycle of homelessness and pursue a safe and meaningful life.

Lighthouse celebrates diversity and affirm the right of access, equity, and equality across our programs and throughout our organisation. We are inclusive of all sexual orientations and gender identities. We also practice from a position of cultural safety and awareness, across diverse languages, religions, and cultures.

### Vision

A safe home and community for homeless kids to belong, heal and thrive.

### Mission

We provide therapeutic homes and create a caring community for homeless kids and foster families. Through the Lighthouse Model of Care our kids receive the level of support required to achieve a lifetime sense of belonging, the opportunity to heal and the capacity to thrive.

### Our Values

We are respectful, kind, courageous, thoughtful and committed.

PD Asset Manager		
First Created: May 2022	Last Review: May 2022	Next Review: May 2023

## Position Overview

Reporting to the Director of Corporate Services & Innovation, the Asset Manager will manage and maintain Lighthouse Foundation's assets, including properties and vehicles, in line with Lighthouse Foundation's policies, quality standards and budgets.

Lighthouse Foundation is entering into a growth strategy that will see an expansion of Lighthouse owned and managed assets. This developing role will therefore be involved in seeking new opportunities and partnerships to acquire properties and other assets for the use of Lighthouse Foundation's programs and operations.

Role Specific Requirements	
Area of Responsibility	Activities <i>(performance measured against activities during reviews)</i>
<b>Asset Management &amp; Maintenance</b>	<ul style="list-style-type: none"> <li>• Develop and maintain an asset management plan for Lighthouse assets, including asset registers and budgets</li> <li>• Manage maintenance personnel and contractors regarding the maintenance programs of properties and vehicles</li> <li>• Develop plans for asset replacements, renovations and upgrades</li> <li>• Carry out regular reviews and monitoring of asset and maintenance plans and asset risk registers to minimise risk, achieve strategic expectations, and achieve continuous improvement</li> <li>• Manage the relocation of homes and offices in collaboration with relevant staff</li> </ul>
<b>Asset Strategic Development</b>	<ul style="list-style-type: none"> <li>• Develop an asset strategy (properties and vehicles) to ensure all future resource requirements are met</li> <li>• Investigate new property locations and expansion options as required by operational and/or program requirements</li> <li>• Ensure all lease negotiations are actioned and end of lease obligations are met</li> <li>• In collaboration with the Partnership's Team, liaise with corporate partners, donors, supporters and other stakeholders in relation to property development projects</li> </ul>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Manage insurance policies, ensuring all Lighthouse assets have adequate coverage and security</li> <li>• Manager insurance claims for all Lighthouse assets</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• Manage the procurement of equipment and household contents</li> <li>• Manage an asset replacement program</li> <li>• Investigate, negotiate and manage procurement contracts where there are organisational benefits to be gained</li> </ul>
<b>Relationship Management (internal and external)</b>	<p>The Asset Manager maintains working relationships with:</p> <ul style="list-style-type: none"> <li>• Lighthouse staff including Management, Care Services, Fundraising &amp; Marketing, and Administration staff</li> <li>• Donors, philanthropic and corporate partners committed to property development and capital improvement projects for Lighthouse</li> <li>• External building and maintenance providers</li> <li>• External parties that add value to Lighthouse, for example pro bono partners that support in the areas of building and maintenance; procurement of household goods</li> <li>• Volunteers</li> </ul>

<b>Organisational Specific Requirements</b>	
<b>Organisational participation</b>	<ul style="list-style-type: none"> <li>• Attend and facilitate team meetings, trainings, whole staff meetings and planning days</li> <li>• Contribute to the implementation of reliable and predictable community events on the weekends</li> <li>• Contribute to collaborative practice across the organisation</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Participate in regular supervision, professional development and review meetings</li> <li>• Attend regular group processes and trainings as required</li> <li>• Contribute to a culture that is reflective, inclusive and open</li> </ul>
<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>• 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 young people including following safe working procedures and instructions</li> </ul>
<b>Risk</b>	<ul style="list-style-type: none"> <li>• All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks</li> <li>• Identify and communicate any risks in Care</li> </ul>
<b>CQI</b>	<ul style="list-style-type: none"> <li>• All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks</li> </ul>
<b>Commitment to Lighthouse culture</b>	<ul style="list-style-type: none"> <li>• Staff are expected to participate in the processes and practices that uphold the Lighthouse culture</li> </ul>
<b>Commitment to trauma informed practice</b>	<p>Staff are expected to:</p> <ul style="list-style-type: none"> <li>• Engage in personal and professional development to integrate their understanding and response to people and systems that have been impacted by trauma</li> <li>• Create or maintain a physical and emotional environment that promotes healing</li> <li>• Engage in conflict resolution processes when required</li> </ul>

### **Performance Measurements**

An annual work plan will be developed in line with the Position Description and Lighthouse Foundation's Annual Business Plan to measure performance.

### **Authorities – Financial and People**

- Seek approval for all unbudgeted expenses
- Petty cash expenses up to \$1000 without prior approval
- All other authorities listed under the Lighthouse Delegation of Authority policy

### **Qualifications and Licences**

- Trade or tertiary qualifications in facilities, project and/or asset management or related field including any post trade qualifications
- Current driver's licence
- Valid first aid certificate (if necessary) (or willingness to obtain one)
- Criminal Records check
- Current Working with Children check

## Key Selection Criteria

### Essential

- Relevant Industry Accreditations
- Proven experience working in an Asset Management position, including planning and delivery of asset management and maintenance systems
- Demonstrated experience in evaluating, engaging and managing contractors and suppliers for capital projects
- Demonstrated knowledge of relevant building and safety legislation and standards as they apply to building works
- Excellent interpersonal and communication skills, both verbal and written
- Demonstrated experience in assigning priorities to tasks
- Demonstrated ability to propose and implement constructive solutions to asset management systems
- Competency with Microsoft programs, and other programs that apply to asset management

### Desirable

- Ability to quickly understand complex problems and develop effective solutions
- Ability to work independently as well as part of a team
- Commitment to and understanding of the vision and work of Lighthouse Foundation

### Employment Conditions

- Part-time (.8FTE) with flexible work practices available
- Compliance with Lighthouse Foundation's Code of Conduct, including the Child Safe Code of Conduct, policies, and procedures
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people, and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment.
- Terms and conditions of employment are outlined in employment contracts
- Mandatory COVID vaccinations

### Manager

Name:

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Signature:

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Date:

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### Staff Member

Name:

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Signature:

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Date:

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**Note:** The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion. The role description should be reviewed formally during the annual planning and performance assessment process.