



Position Description

Position Title:	Property Officer	Position Number	AM2
Reports To:	Asset Manager	Location(s):	Level 4, 124 Exhibition Street, Melbourne Travel throughout Victoria
		Classification:	SCHADS Level 5

Organisation Overview

Women's Property Initiatives (WPI) exists to create new beginnings for women and women led households by providing permanent and affordable homes, access to support networks, and ongoing advocacy. Founded in 1996 by a group of inspirational women, WPI owns and manages 160 homes and delivers tenancy management services for a further 153 homes. WPI homes provide long-term housing solutions that change women's futures for the better and break the intergenerational cycle of poverty.

Values that underpin everything we do:

Fairness: We champion equity through our decisions and actions

Collaboration: We work together to make a difference

Empowerment: We provide opportunities for women and their families to shape their futures

Integrity: We trust, are trusted and always act honestly

Determination: We are positive, aim high and we make things happen

We care about our work, employees, renters, partners, and supporters. Our workplace culture supports employees to be success-orientated and person-centred to achieve our mission.

The Role

The Property Officer works as part of the Asset Management Team to conduct inspections across the portfolio, contract and deliver maintenance works, and ensure compliance with safety and regulatory requirements. The Property Officer also provides technical input to assist with works prioritisation and planning.

Working closely with the Asset Manager, the Property Officer supports the delivery of our Asset Management Strategy and Annual Maintenance Plans.

Clear delegations ensure the Property Officer is able to approve works and invoices while operating within the broader WPI delegations to ensure efficient procurement and delivery.

www.wpi.org.au

Key Outcomes

Asset Inspections and Data Management

Success looks like:

- All properties are inspected for structural integrity and asset condition data is accurately recorded in the appropriate systems
- Data is regularly updated to remain current following completion of works
- Advice on property condition and maintenance priorities is provided to support works planning

Works Planning and Delivery

Success looks like:

- Planned and recurring works are identified, scoped, quoted, and contracted within allocated budget
- Vacancy works are planned and carried out efficiently
- Emerging property issues are responded to by developing an agreed plan of action, cost estimates and liaising with key stakeholders
- Works are visually inspected throughout delivery to ensure quality and compliance as well as timely completion
- Invoices are reviewed and payments approved in line with WPI procedures and delegations

Contractor and Stakeholder Management

Success looks like:

- Contractors have the appropriate insurances, licenses, and health and safety plans for themselves, their employees, and sub-contractors
- Positive engagement with contractors ensures works are compliant with legislation and building codes, as well as performed to a high quality
- Respectfully engaging with renters to organise access for works and keep them informed
- Information is shared with colleagues to provide a coordinated service delivery

Compliance and Risk

Success looks like:

- Risks are identified and mitigated across maintenance activities
- Safety compliance activities are planned, contracted, and carried out within required timeframes
- All works are carried out to meet legislative requirements, industry KPMS, and OHS requirements

Property Onboarding

Success looks like:

- An initial asset inspection is completed for each new property
- Defects are managed in a timely manner with the least disruption to renters

One Team

Success looks like:

- Actively engaging in continuous improvement within the team
- Building and maintaining strong relationships within the team and across WPI
- Behaving in accordance with all WPI policies and procedures, including the Code of Conduct
- Undertaking any other tasks as directed

Key Selection Criteria

- Qualifications or equivalent industry knowledge and experience**
 - Trade qualification or substantial experience in the domestic building and construction industry or managing maintenance
 - Construction induction training certificate (white card)
 - Drivers License
- Knowledge**
 - Solid knowledge of regulatory requirements, building compliance, and safety standards
- Experience**
 - Experience working in residential construction or maintenance
 - Experience in domestic property inspection and evaluation
- Skills**
 - Works well within the prescribed framework, but can think creatively to resolve problems
 - Ability to operate at a high level of personal responsibility for the effective completion of tasks
 - Working knowledge of information technology and can maintain data integrity