

POSITION DESCRIPTION



POSITION TITLE	Housing Asset Coordinator
REPORTING TO	National Housing Asset Manager
DEPARTMENT	Housing
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010
CLASSIFICATION	Social and Community Services Level 4

THE ROLE

The Housing Asset Coordinator plays a key role in ensuring YWCA Australia's housing portfolio remains safe, compliant, well maintained and fit for purpose for the women and communities we support.

Working closely with Community Housing Officers, contractors and internal stakeholders, the role coordinates responsive and planned maintenance activities, monitors asset condition and performance, and supports the delivery of strategic asset management initiatives.

The position contributes to the effective stewardship of YWCA's housing assets through accurate data management, contractor oversight, property inspections, financial monitoring and risk management, helping to maximise asset performance and deliver positive resident outcomes.

KEY RESPONSIBILITIES

Duties

Asset Maintenance & Service Delivery

- Coordinate responsive and planned maintenance to ensure safe, compliant and well-maintained housing assets.
- Manage maintenance requests, defects and contractor performance to deliver quality and timely outcomes.
- Build effective relationships with residents, colleagues and service providers to support positive housing experiences.

Asset Performance & Planning

- Conduct property inspections and condition assessments to inform maintenance priorities and asset planning.
- Maintain accurate asset records, registers and reporting to support informed decision-making.
- Contribute to maintenance planning, budgeting and initiatives that optimise portfolio performance.

Contractor, Compliance & Risk Management

- Support procurement activities and oversee contractor compliance with safety, legislative and contractual requirements.
- Monitor expenditure, identify cost efficiencies and escalate budget or asset risks as required.
- Contribute to continuous improvement of asset management systems, processes and practices.

General Responsibilities

- Demonstrate YWCA Australia's values in all aspects of work.

Current at July 2026

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- Comply with workplace health, safety and wellbeing requirements.
- Participate in on-call arrangements, team support and regional and interstate travel requirements as needed.
- Perform other reasonable duties consistent with the scope and level of the role.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

Experience and Knowledge

- Experience in community housing, residential property, asset management, facilities management, or a related field.
- Knowledge of property maintenance practices, asset management principles and residential building systems.
- Understanding of relevant building, compliance and workplace health and safety requirements.
- Experience managing maintenance works, contractors and service providers.
- Ability to interpret maintenance schedules, prepare scopes of works and support procurement activities.
- Experience maintaining accurate asset, maintenance and financial records using property or asset management systems.
- Well-developed digital literacy, including Microsoft Office and asset management databases.

Attributes and Capabilities

- Committed to YWCA Australia's purpose and values, with a passion for creating positive housing outcomes.
- Builds respectful, collaborative relationships with people from diverse backgrounds and lived experiences.
- Strong organisational skills, with the ability to manage competing priorities and deliver outcomes.
- Uses sound judgement, takes initiative and proactively resolves issues.
- Demonstrates professionalism, accountability and attention to detail.
- Contributes positively to team culture and continuous improvement.

Mandatory Requirements

- Current Working with Children Check and/or Working with Vulnerable People Check, as required.
- Current Victorian Driver Licence.
- Willingness to undertake regional and interstate travel as required.

At YWCA Australia, we live our values every day

