

Role description and person specification

1.0 Contract Specifics

Role Title:	Manager, Assets
Role Term:	12 months
Role FTE:	1.0 FTE (38 hours per week)
Role Location:	104 Greenhill Road, Unley
Role Remuneration Range:	SCHADS Social and Community Services Employees SCHADS 8

2.0 The Role Aim

The Manager, Assets is responsible for the strategic and operational management of inhousing's property portfolio, including construction, capital works, asset renewal, maintenance, contractor management and asset compliance.

The role leads the Asset team to deliver high-quality, safe and sustainable housing that meets the needs of people with disability while ensuring legislative, contractual and financial obligations are achieved.

The Manager, Assets oversees the planning and delivery of construction and maintenance programs, develops long-term asset strategies, manages budgets and procurement activities, and provides expert advice to Senior Leaders and the Board on asset performance, investment opportunities and portfolio sustainability.

3.0 The Role Benefits

The success of the Manager, Assets role will contribute to improved outcomes for people with disability through:

- Delivering safe, accessible and well-maintained housing that supports independence and quality of life.
- Ensuring the organisation maintains a sustainable, high-performing property portfolio.
- Delivering capital works and construction projects that increase housing supply and improve accessibility.

- Providing effective leadership to support a high-performing Asset team.
- Maintaining strong governance, compliance and risk management across the property portfolio.
- Supporting strategic decision-making through asset planning, reporting and financial analysis.
- Identifying opportunities for innovation, business growth and continuous improvement.

4.0 The Main Deliverables

To achieve the above benefits, the Manager, Assets is responsible for the following deliverables:

- Delivery of construction, maintenance and renewal programs on time and within budget.
- Effective leadership and performance management of the Asset team.
- Strategic management of the property portfolio and Asset Management Plan.
- Compliance with legislative, contractual and regulatory obligations.
- Effective procurement and contract management.
- Delivery of high-quality asset performance reporting and Board reporting.
- Financial management of asset budgets and capital expenditure.
- Continuous improvement of asset systems, processes and service delivery.
- Identification and delivery of property development and business growth opportunities.

5.0 The Main Work Activities

Leadership and Team Management

- Lead, coach and supervise the Asset team to achieve organisational objectives.
- Monitor team performance against KPIs and operational targets.
- Provide regular supervision, mentoring and professional development to the Asset Team.
- Foster a collaborative, high-performing and customer-focused team culture.
- Lead regular team meetings.
- Approve leave, timesheets and workforce planning activities.
- Encourage collaborative relationships with the Tenancy and Stretchy Tech teams.

Strategic Asset Management

- Lead the development, implementation and ongoing review of the organisation's Asset Strategy and Strategic Asset Management Plan to ensure alignment with organisational objectives, financial sustainability and future housing demand.
- Develop annual maintenance, renewal and capital works programs.
- Monitor asset performance and lifecycle planning.
- Identify opportunities to improve asset utilisation, sustainability and financial performance.

- Provide strategic advice regarding property acquisitions, disposals and redevelopment opportunities.

Construction and Capital Projects

- Oversee delivery of new housing developments from feasibility through to handover.
- Manage refurbishment and renewal projects across the portfolio.
- Monitor project budgets, timeframes, quality and risk.
- Manage builders and contractors including architects, engineers, certifiers and specialist advisors.
- Ensure projects achieve accessibility, sustainability and universal design outcomes.
- Prepare funding applications and business cases for new developments.

Maintenance and Compliance

- Oversee responsive, cyclical and planned maintenance programs.
- Lead organisational asset risk management, ensuring strategic risks are identified, monitored and reported to Executive and the Board.
- Ensure operational compliance with all legislative, regulatory and contractual asset obligations.
- Monitor contractor performance and service standards.
- Ensure statutory inspections and compliance programs are completed.
- Monitor property-related risks and implement mitigation strategies.
- Respond to significant maintenance issues and escalated property matters.

Procurement and Contract Management

- Develop and manage preferred contractor panels.
- Lead procurement activities including tenders, quotations and contract negotiations.
- Monitor contractor performance against KPIs.
- Ensure value for money while maintaining quality and compliance.
- Manage contractor relationships and dispute resolution where required.
- Ensure all procurement activities comply with organisational policies and procedures.

Financial Management

- Develop long-term capital investment plans and provide strategic recommendations regarding asset acquisition, renewal, redevelopment and disposal.
- Develop and manage operational and capital budgets.
- Monitor expenditure against budget.
- Prepare capital forecasts and long-term asset investment plans.

- Analyse asset performance and financial sustainability.
- Ensure effective financial controls and reporting.

Governance, Reporting and Continuous Improvement

- Prepare reports for Senior Leaders, committees and Board.
- Monitor asset KPIs and portfolio performance.
- Analyse data to identify trends and opportunities for improvement.
- Develop and review policies, procedures and asset management frameworks.
- Lead continuous improvement initiatives across maintenance and construction.
- Support organisational audits and regulatory reporting.

Stakeholder Engagement

- Build effective relationships with contractors, consultants, government agencies and funding bodies.
- Liaise with tenancy teams to ensure maintenance and construction activities minimise disruption to tenants.
- Represent inhousing in industry forums and stakeholder meetings.
- Work collaboratively across the organisation to support strategic objectives.

6.0 Reporting relationships

Reporting Relationships

Responsible to:

- Strategy Leader, Inclusive Housing and Technology (or CEO/delegate as determined by organisational structure).

Good relationships with:

- Asset Team
- Manager, Tenancy
- Tenancy and Intake teams
- Stretchy Tech
- External contractors and consultants
- Senior Leadership Team
- Finance team
- Board and committee members
- SA Housing Trust
- Builders, architects, engineers and consultants
- Government agencies
- Community Housing sector representatives
- Tenants and stakeholders

7.0 Commitments expected of all staff

To guide and support the aims and benefits of the role, of other roles in the organisation, and of the organisation's positive workplace culture and standing, the role demands an active and consistent commitment to:

- People with disability having personal authority in their lives ('Personhood').
- People with disability having active valued membership in community life and the economy ('Citizenhood').
- People with disability having opportunities to grow in support of the above ('capacity-building').
- The exercise of diplomacy and ambassadorship with external stakeholders, to advance and uphold the organisation's standing.
- The exercise of diplomacy and cooperation with internal stakeholders to support a harmonious, collaborative, and respectful workplace culture where diversity is valued.
- Proactive, respectful, truthful, and solution-focused responses to conflict.
- The exercise of reasonable and sound judgement in relation to safeguards for self, fellow team members, tenants, and stakeholders.
- Support and contribute to the achievement of organisational goals as set out in strategic and business planning documents.
- Participate in activities that support continuous improvement, learning, and good practice.
- Participate in performance planning and review processes and commit to ongoing personal and professional development.

8.0 About the person in the role

Essential general criteria include:

- Strong commitment to improving outcomes for people with disability.
- Demonstrated strategic leadership capability.
- Excellent organisational, planning and project management skills.
- Strong financial and commercial acumen.
- High-level analytical and problem-solving skills.
- Excellent communication and stakeholder management skills.
- Demonstrated ability to lead organisational change and continuous improvement.
- Commitment to a collaborative, respectful and inclusive workplace.

9.0 Essential Specific Criteria

Essential

- Demonstrated experience leading successful construction, maintenance or asset management teams.

- Extensive experience managing residential construction and capital works projects.
- Experience managing effective maintenance programs across a property portfolio.
- Knowledge of procurement, contract management and contractor performance management.
- Experience developing and managing operational and capital budgets.
- Demonstrated knowledge of asset lifecycle management principles.
- Knowledge of residential building legislation, WHS and Australian Standards.
- Experience preparing reports for Senior Management and Boards.
- Demonstrated experience leading compliance and continuous improvement initiatives.
- Current driver's licence.
- Current NDIS Worker Screening Check.

Desirable

- Experience within community housing, disability housing or Specialist Disability Accommodation.
- Knowledge of National Regulatory System for Community Housing (NRSCH).
- Knowledge of universal design and accessible housing principles.
- Experience with:
 - Preparing government funding applications.
 - Asset management or housing management systems.
 - Strategic Asset Management Plan (SAMP) ownership.
 - Asset lifecycle planning.
 - Capital expenditure forecasting.
 - Climate resilience and sustainability initiatives.
 - Asset risk management.
 - Insurance claims oversight.
 - Disaster recovery and emergency property response.
 - Portfolio performance reporting.
 - Contractor KPI management.
 - Financial forecasting.
 - Long-term asset investment planning.

10.0 Special Conditions (Such as travel requirements, frequent overtime, etc).

Some flexibility with working from home arrangements is available.

The role demands a commitment to:

- Support the integrity of the organisation by maintaining a high standard of personal and professional conduct that supports our values, including:
 - people with a disability having personal authority in their lives
 - people living lives of active citizenship
 - inclusive communities
 - capacity-building
 - the exercise of ambassadorship
 - the exercise of your best judgement in respect of safeguards for you, your fellow team members, people with a disability and their families, and other visitors to our organisation
- We live our values by showing respect, trust and equity
 - engaging in collaboration and codesign
 - showing support
 - engaging in continuous improvement and learning
 - communicating and sharing
 - building relationships
 - committing to inclusion
- Support, and contribute to, the achievement of the Julia Farr group's goals as set out in strategy and business plan documents.
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital.
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development.
- Be willing to change office location if directed as a result of service development and organisational change.

11.0 Signatures

This role description is endorsed by the following Role Sponsor:

Name: Rebecca Petrovic

Title: Strategy Leader, Inclusive Housing and Technology

Signature:



Date: 21/08/ 2026

This role description is acknowledged by the person doing the role:

Name:

Signature: _____ Date: _____