



POSITION DESCRIPTION

ASSET MANAGEMENT OFFICER

OVERVIEW

PROGRAM	Assets and Development
POSITION REPORTS TO	Strategic Asset Manager
DIRECT REPORTS	Nil
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply
DATE PREPARED	September 2026
AWARD	SCHCADS Award Level 5.2

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal¹ community organisation responsible for managing more than 1,800 rental properties for Aboriginal 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 non-government Aboriginal housing organisation in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na woorn-tyeen maar-takoort* (Every Aboriginal Person has a Home). As the housing and homeless policy lead in the Victorian Aboriginal community, AHV has a 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 at those most in need of support. Through the provision of secure housing by an Aboriginal rental provider, 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 renters and stakeholders.

Transparency and accountability in providing information, decisions and explanations for scrutiny and to take responsibility for actions and consequences as the foundation of good governance and building trust.

Striving for excellence through our leadership in Aboriginal housing and best practice service delivery.

Integrity, trust and honesty in all our business activities and practices.

Collaborative relationships with our community, renters, government and stakeholders.

Kindness, compassion, courtesy and dignity in our relationships with our clients, our stakeholders and with each other.

¹ Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

Inclusiveness and ensuring that everyone, regardless of their background, abilities or circumstances has equal opportunities to participate, contribute and feel valued.

PROGRAM INFORMATION

The Asset Management Officer is part of the Assets and Development Division. The Assets and Development Division's core role is to lead the development and implementation of asset management strategies that align with and inform AHV's strategic directions; develop and maintain high-quality policies, systems, and practices to achieve appropriate return on investment and effectively deploy AHV's social housing assets. It has lead responsibility for:

- Managing AHV's property portfolio.
- Ensuring that housing stock is appropriately maintained and suitable to meet compliance requirements and AHV's social, community and operational objectives.
- Contributing to the asset capability of the Aboriginal housing sector where required.

The Division is responsible for a range of total asset management functions that include Asset Strategy and Planning, Property Developments and Acquisitions, Asset Recycling and Upgrades, and developing KPIs and benchmarks to achieve continual improvement in asset administration.

The Division will ensure a holistic approach to total asset management, incorporating planning, acquisition, maintenance, and disposing of/redeveloping assets. The Division is led by an Executive Manager who has overarching responsibility for the delivery of the Assets and Development Division's roles and responsibilities.

PURPOSE OF THE POSITION

The Asset Management Officer is responsible for working with the Strategic Asset Manager in developing and implementing strategies that will preserve and grow AHV's physical asset base to standards that meets our social and community objectives.

KEY RESPONSIBILITIES

This is an exciting opportunity for a candidate interested in contributing to all stages of the Asset Lifecycle, from strategy to delivery, to maintenance, redevelopment and divestment. Key responsibilities include:

- Assisting in the co-ordination and delivery of AHV's strategic sales program.
- Contributing to the procurement, management and review of the Property Condition Survey Program to assist in making prudent asset management decisions in accordance with the Asset Management Strategy.
- Contributing to the Division's ongoing review of AHV's Asset Management Strategy and Asset Management Plan.
- Managing engagement with Owners Corporations to which AHV is party to.
- Responding to requests to consider any changes required to the asset intent of properties referred to Asset Strategy by Maintenance and other areas of AHV (eg high-cost repair vacant properties).
- Assisting in the implementation of sound asset management systems and controls across the organisation.
- Coordinating Briefs and Board/Committee papers to facilitate the decision-making process around asset intent for claimable incidents when authorised to do so or when a Council Building Notice is issued.
- Aiding the administration of the insurance claims process, including builder selection and contract management of reinstatement projects.
- Maintaining the asset management risk register.
- Assisting with the preparation and endorsement of assets and maintenance budgets
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills.

QUALIFICATIONS AND LICENSES

Essential:

- VCE or VCE equivalent
- Diploma in an Asset and/or Property Management or related field
- Victorian drivers licence

Desirable:

- Degree in Engineering/Architecture/Construction Management/Town Planning/ Property or relevant discipline
- Certified Associate or Practitioner in Asset Management
- PRINCE2 or Project Management certification and/or sound knowledge of project management techniques.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal communities and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Experience in property and / or facilities asset lifecycle management including planning, acquisition, operation, maintenance and property divestment.
- Experience in preparing comprehensive management reports, evaluations and presentations.
- Experience and knowledge of OH&S as it applies to the housing and construction industry.
- Previous exposure to cost planning, cost control, forecasting and commercial administration.
- Understanding of Australian Standards, Building Codes of Australia, Council and other relevant development requirements.
- Excellent communication skills, both verbal and written.
- High-level interpersonal skills, with a demonstrated capacity to work collaboratively with peers, staff and other stakeholders, and exercise influence in a range of contexts.
- Ability to work independently, including the capacity to exercise effective personal judgement.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment as included in the Contract of Employment.
- AHV is an equal opportunity workplace.
- A National Police Records Check and Working with Children Check, satisfactory to AHV, are required before commencement.
- Attendance at mandatory and other training as required.
- Constructive/active participation in key AHV activities, which support renters and the Aboriginal community more generally e.g. AHV NAIDOC Family Day.