

Asset and Maintenance Manager Position Description

Role Details:

Position Title	Asset and Maintenance Manager
Reporting to	Manager Housing Services
Liaises with internally	All staff
Liaises with externally	Maintenance and Building Contractors, Land Developers, Local Government, Managed Property Owners and Managers, External Service Providers, Department of Health and Human Services (DHHS), Real Estate Agencies
Supervises	Maintenance Coordinator Housing Administrator
Purpose of the Position	Lead Asset and Maintenance Team in the delivery of efficient and effective asset and maintenance services to support BeyondHousing's strategic objectives by developing, implementing and reviewing asset management policy, processes, plans and programs.
Hours	Full time
Salary/Rate	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 6.
Essential Criteria	<ul style="list-style-type: none"> • Relevant qualifications and extensive experience in Business Management, Project Management or Asset Management • Demonstrated experience managing project and department budgets • Well-developed communication skills (both written and verbal) • Effective stakeholder management skills working with a broad range of key stakeholders (internal and external) • Ability to analyse and interpret data for the purpose of continuous quality improvement • Exceptional people leadership skills and experience leading a small team • Strong database and MS Office skills • Ability to interpret relevant legislation and regulations

	<ul style="list-style-type: none"> • Current drivers licence.
Preferred Criteria	<ul style="list-style-type: none"> • Social and community housing knowledge or experience • Sense of humour.
Behaviours Required	<ol style="list-style-type: none"> 1. Teamwork 2. Equality, Honesty and Integrity 3. Initiative and Self Motivation 4. Confidentiality 5. Commitment to the organisation's strategic objectives 6. Commitment to the organisation's Values
Key Performance Indicators	<ul style="list-style-type: none"> • Successful development and implementation of an asset management policy • Development of an approved asset management and disposal strategy • Delivery of objectives set out in the asset management and disposal strategy • Provide required progress reports for all building projects • BeyondHousing building projects, minor and major property upgrades to be completed on time and within budget • Regular monitoring of and adherence to maintenance plans • Provide monthly KPI report for maintenance services • Provide monthly reports for cyclical, planned and responsive maintenance budgets • Develop an approved environmental sustainability plan and review on an annual basis.

Responsibilities

Responsibilities	Focus Areas	Tasks
Asset Management & Maintenance	<p><i>Policy & Planning</i></p> <p><i>Operational</i></p> <p><i>Quality Improvement</i></p> <p><i>Sustainability</i></p>	<ul style="list-style-type: none"> • Develop, implement and review an Asset Management Policy • Develop, implement and review an asset management and disposal strategy • Annual Asset Maintenance Plan • Continuous reviews of BeyondHousing Building Specifications • Explore opportunities for developing strategies which add value and / or enhance effectiveness of maintenance services • Contribute to the administration of the asset management system, including capturing and documenting asset components for categorising and creating maintenance schedules • Monitor delivery of life cycle asset management plans in relation to operation and maintenance, renewal, replacement, upgrade and disposal of assets • Develop and maintain effective working relationships with key stakeholders (internal and external) to manage operations • Manage and monitor the After Hours Service • Provide quality assurance inspections at critical stages of construction of all social and affordable housing projects • Identification of asset management gaps and a focus on continuous quality improvement • Creation and delivery of an environmental sustainability plan in line with objectives set in BeyondHousing’s Strategic Plan • Adherence to environmental sustainability principles in design and layout.
Project Management		<ul style="list-style-type: none"> • End to end project management including planning, delivery and review of identified projects • Assist with the management and administration of contracts, inclusive of procurement, invoicing, compliance, supervision and value for money assessment • Monitor the status of each phase of delivery of capital works and maintenance projects • Manage the day-to-day operational aspects of maintenance services • Effectively working with key stakeholders to ensure timely delivery of project outcomes • Preparing project related documents including briefings, status updates, reports, budget planning and monitoring and other papers as required.

Reporting		<ul style="list-style-type: none"> • Monthly Asset and Maintenance management KPI reporting to Housing Services Manager • Maintain an effective and efficient records management system to allow ready access to project data to support the development of reports and briefings to the Manager Housing Services • Provide external reports as necessary to regulatory and funding bodies.
Compliance		<ul style="list-style-type: none"> • Maintain current knowledge of relevant legislation and regulations • Monitor project compliance in line with relevant legislation and regulations • Oversee Contractor compliance to ensure legislative requirements are met • Liaise with DHHS staff to as necessary to ensure compliance in joint projects • Be familiar with BeyondHousing Risk Assessment Framework and assist in undertaking risk assessments as necessary.
Leadership		<ul style="list-style-type: none"> • Supports a positive organisational culture and the achievement of strategic and operational objectives • Model values, vision and service standards • Motivate, support and develop employees to make organisational contributions • Abide by relevant legislation and professional standards.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Name

Date

Instruction for staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This is a living, breathing document and may change with the needs of the Business. Please keep the Manager informed if you have any changes in the position.

Instruction for managers

1. Provide a copy of the Position Description with the letter of offer.
2. Copy the signed copy of the Position Description and give to the Staff Member.
3. Register the signed Position Description on the Staff File Database.
4. Place the signed copy of the Position Description on the staff file.