



## **Position Description HOUSING ADMINISTRATOR/ MANAGER – Temporary Contract 12 Months**

**Award:** The successful applicant will be employed under an Employment Agreement based on the Social Community and Disability Services Award. (SCHADS)

**Remuneration:** As negotiated with the employee. Starting salary commensurate equivalent with level 6.1 of the SCHADS award (Modern Award MA000100)  
Salary Packaging will be made available

**Hours per week:** 22.5 hours per week over 3 days. (Monday to Wednesday, Flexible working hours.) **Any extra hours by approval only**

**Location:** 46 Roseneath Street, North Geelong

### **Organisational Relationships:**

**Reports to:** Manager/CEO and Committee of Management (CoM)

**Internal Relationships:** The Housing Administrator/Manager relates to Northern Geelong Rental Housing Co-operative Ltd (NGRHC), Committee, staff, members, and prospective members.

**External Relationships:** The Housing Administrator/ Manager, together with the NGRHC staff team, is responsible for establishing and maintaining effective partnerships and working relationships with a range of people and organisations including: the Housing Registrar, State government (particularly the Department of Families, Fairness and Housing DFFH), other community housing organisations and community service agencies, local government, contractors, local media, community groups, prospective members/renters and members of the public.

### **1. Role Purpose:**

The Housing Administrator/ Manager's primary responsibility is to ensure the effective operation of the Northern Geelong Rental Housing Co-operative Ltd (NGRHC) and deliver on its strategic objectives. This role involves overseeing day-to-day activities by managing the ongoing development and maintenance of rentals, fostering compliance, management of member tenancies and applications, financial monitoring and promoting the development and cohesion of the NGRHC community.

### **2. Position Outcomes:**

- Successfully contribute to the potential transition to the Manager/CEO role after a successful contract period.

- Efficient and equitable operation of NGRHC in alignment with Co-operative Rules and policies.
- Implementation of strategies outlined in NGRHC's strategic/business plans.
- Assurance of regulatory and legal compliance as a Registered Housing Provider.
- Effective management of staff, members, and volunteers.
- Ensure development and strengthening of the NGRHC community is at the core of all activities.
- Other duties and responsibilities as directed by the Manager/CEO or CoM.

### **3. Key Responsibilities and Duties:**

#### **Resourcing the NGRHC Committee of Management (CoM):**

- Direct reporting to the Manager/CEO and the CoM.
- Serve as secretary, attend CoM meetings, and maintain records of proceedings.
- Prepare materials for CoM meetings, excluding financial reports, and ensure timely distribution.
- Empower CoM and sub-committee members for active participation in decision-making.
- Develop and monitor the Business Plan based on the Strategic Plan.
- Assist in attracting committed, skilled, and experienced CoM members and provide training.
- Provide information to the Committee on housing policy, social, and economic trends.
- Ensure compliance with Occupational Health and Safety legislation.

#### **Finance:**

- Oversight of General Lease and Asset Management budgets.
- Annual review of the Business Plan with the CoM and Staff.
- Participation in quarterly financial reviews with the Manager/CEO.
- Identification of funding sources and assistance in preparation of submissions.

#### **Policy Development:**

- Facilitation of the Policy Working Group (PWG) for ongoing policy review and development.
- Collaboration with the staff team to comprehend governance policies and improve operational policies, Asset Planning and Growth of NGRHC.

#### **Asset Planning and Growth of NGRHC:**

- Support for the Asset Management Sub Committee (ASC) in overseeing housing stock management and growth.
- Assistance in managing risk associated with major unforeseen maintenance expenditure.
- Research on capital grants and funding sources for increased affordable rental housing.
- Aid in the preparation of applications/submissions for securing capital funding.

## **Reporting and Funding**

- Oversight of formal complaints and appeals processes.
- Collaboration with CoM and staff to develop clear reporting methods for members and the community.
- Preparation of six-monthly and annual maintenance and financial reports for DFFH.
- Responsibility for Employee Work Plan reviews and induction for new employees.

## **5. Key Selection Criteria – Knowledge and Skills:**

### **Resourcing the NGRHC Committee of Management (CoM):**

- Strong leadership skills, with the ability to report effectively to the Manager/CEO and CoM.
- Expertise in ensuring CoM compliance and legal responsibilities, including financial audits.
- Capability to empower and resource the CoM and sub-committee members, fostering active participation.
- Proficiency in Business Plan development and monitoring based on the Strategic Plan.
- Skills in attracting, orienting, and providing ongoing training for committed CoM members.
- Up-to-date knowledge of housing policy and ability to provide relevant information on social and economic trends.
- Compliance knowledge of industrial awards and OHS legislation.

### **Finance:**

- Financial planning, management, and reporting expertise.
- Budgeting skills for General Lease and Asset Management.
- Experience in preparing annual budgets and conducting reviews with CoM.
- Identification and securing of funding sources.

### **Policy Development:**

- Facilitation of the Policy Working Group (PWG) for ongoing policy review and development.
- Collaboration with the staff team to comprehend governance policies and improve operational policies.

### **Asset Planning and Growth of NGRHC:**

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**5. Key Selection Criteria – Personal Attributes:**

- Demonstrated accountability and responsibility for effective and efficient operation.
- Strong communication skills, including the ability to provide information and advice to the CoM.
- Commitment to Co-operative values and understanding of the NGRHC Rules (also known as constitution).
- Mindfulness of the CoM's role as governors and adherence to the seven principles of Co-operatives
- Demonstrated problem solving skills.
- Willingness to operate semi-independently within the Co-operative's framework
- Commitment to ongoing professional development and training
- Capacity to work with respect, empathy, equity, transparency and integrity
- Excellent listening, verbal and written communication skills
- Effective skills in negotiation and conflict resolution.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The Housing Administrator/ Manager is accountable to the Manager/CEO and the NGRHC CoM for effective and efficient operation, implementation of strategies, and adherence to agreements with government and funding agencies. Operating semi-independently, decisions must align with the Co-operative's Rules and policies.

**JUDGEMENT AND DECISION MAKING:**

The Housing Administrator/ Manager exercises semi-independent professional judgment, providing information and advice to the CoM and Manager/CEO, while also following the advice and direction of the CoM. Refrain from making major changes to existing methods or practices during their initial employment which is a 12 month contract period.

**TRAINING:**

The Housing Administrator/ Manager and all staff are required to undergo cultural awareness, gender equity, and governance training at the commencement of employment, with refresher training at the discretion of the CoM.

## **Qualifications and Experience**

**Relevant tertiary qualification/s in social sciences, community development and business management.**

- At least three years experience in a leadership role in a community based organisation.
- Experience in resourcing a Board or Committee of Management.
- Advanced computer skills in Microsoft Office (emphasis on Excel) and preferably MYOB
- Skills in reviewing and reporting on organisational performance to Government
- Sound knowledge of the Residential Tenancies Act
- Agents Representatives Certificate or willing to obtain one
- Broad knowledge of managing property maintenance
- Preferable knowledge of the building industry.

### **GENERAL INFORMATION**

- A current Police Records and Working with Children checks are required.
- Signing a NGRHC Confidential Agreement will be required.
- NGRHC is an equal opportunity employer and family-friendly workplace.
- NGRHC complies with employment arrangements specified under the Fair Work Act.
- Current Victorian drivers licence and car with fully comprehensive car insurance for use for work purposes is required.

### **APPLICATION REQUIREMENTS**

- Application letter stating skills and experience addressing key selection criteria and qualifications requirements.
  - General resume / CV.
  - Copies of formal qualifications.
  - At least two nominated referees.
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