



Position Description

Property Services Officer

Reports To:	Property Services Coordinator
Base Location:	Fitzroy Crossing, WA
Hours of Work:	38
Organisational Unit:	Housing Programme
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	

POSITION CONTEXT

The Property Services Officer delivers property management services through conducting inspections, reporting maintenance and providing tenancy support to clients.

Crucial to the role is the ability to:

- Have a hands-on attitude and an eye for detail to complete inspections and report tenants' maintenance.
- Undertake travel with minimal assistance to remote regional locations, including travel off-road, and involving overnight or short stays and camping.
- Contribute to an inclusive, effective and safe working environment by taking responsibility for his/her decisions and behaviours, and the consequences of these. Build relationships within the Housing team and across MWW and models behaviour consistent with the organisation's purpose, values and objectives.

ABOUT OUR ORGANISATION

Marra Worra Worra Aboriginal Corporation was established in the late 1970s by the people of the Fitzroy Valley and is the largest and oldest Aboriginal resource agency in the Kimberley. The primary aim of Marra Worra Worra is to work with Bunuba, Gooniyandi, Wangkatjungka, Walmajarri and Nyikina groups in the Fitzroy Valley to strengthen culture, support community and create sustainable employment solutions.

Core program delivery reflects our vision and mission and encompasses:

- Community Development Program;
- Housing Management and Tenancy Support;
- Jalangurru Mayi Café Social Enterprise;
- Waste Management Social Enterprise; and
- Karrayili Adult Education Training Centre.

In addition, Marra Worra Worra has a broad range of investments and interests to diversify its revenue and to create further opportunities for people in the Fitzroy Valley. This includes the Fitzroy Hardware and Ngilyali Roadhouse, which are wholly owned subsidiary entities.

ABOUT THE PROGRAMME

Marra Worra Worra AC delivers Housing Management services via a contract awarded by the Western Australian Department of Communities (Housing). Under the terms of this contract, Marra Worra Worra provides the following key services:

- Property inspections at least twice per year, including safety device checks.
- Rent collection, debt collection and rent assessment.
- Assistance with reporting maintenance.
- Referrals to tenancy support programme Thrive.

Further information on the programme is available via –
<https://www.housing.wa.gov.au/currenttenants/aboriginalhousing/Pages/default.aspx>

CAPABILITY SUMMARY

The Marra Worra Worra Capability Framework applies to all Marra Worra Worra employees. Demonstrated capacity to meet the below capabilities is a requirement of the role.

CAPABILITY GROUP	CAPABILITY NAME
Personal Attributes	<p>Culturally Responsive Values diversity as a strength</p> <p>Inclusive Recognises the rights of others</p> <p>Ethical Has integrity and principles</p> <p>Collaborative Works with others to attain goals and achieve</p> <p>Flexible Adapts to changing circumstances in the workplace</p>
Relationships	<p>Community Relations Collaborate with others to support positive client outcomes</p> <p>Professionalism Be ethical and professional, and adhere to Marra Worra Worra Values</p> <p>Communication Communicates in a culturally responsive manner and conveys clear messages to others</p> <p>Leadership and Team Work Motivate and engage staff and develop capability and potential in others</p>
Service Delivery	<p>Client Outcomes Achieves results through efficient use of resources and a commitment to quality client outcomes</p> <p>Creativity and Innovation Encourage and suggest new ideas and show commitment to improving services and ways of working</p> <p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibility to the changing environment</p>
Resources	<p>Equipment and Assets Use and maintain vehicles and tools appropriately and manage assets responsibly</p> <p>Technology and Information Use technology and information to maximise efficiency and effectiveness</p>
Technical Expertise	

KEY RESPONSIBILITY AREAS

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Planning and reporting	<ul style="list-style-type: none"> • Assist the Property Services Coordinator with scheduling biannual inspections in accordance with Aboriginal Housing Services policies and procedures and Residential Tenancy Act.

Customer Service	<ul style="list-style-type: none"> • Respond to customer queries regarding accounts, maintenance and tenancy matters. • Assess and make recommendations regarding transfer of tenants. • Manage tenancies in accordance with the provisions of the Residential Tenancies Act. • Counsel and support tenants in reporting maintenance, tenant liability and keeping up property standards.
Property Care and Maintenance	<ul style="list-style-type: none"> • Schedule occupied property inspection in Habitat management system. • Notify tenants of upcoming property inspections in accordance with the Residential Tenancies Act timeframes. • Carry out inspections of properties to ensure compliance with tenancy conditions and with Aboriginal Housing Services policy and procedures using the Property Inspection iPad App. • Control satisfactory completion of previously reported maintenance work in accordance with Aboriginal Housing Services policy and procedures during property visits. • Report maintenance on Planned Maintenance Register and to Housing Direct. Educate tenants about reporting. • Report property standards issues and raise business actions. • Liaise with BSOs (Broome Maintenance) and Property Services Team Leader to ensure that work is completed to standards and direct remedial action as necessary, including defects, overdue defects and escalations. • Complete fence scopes, tree lopping scopes and void scopes when required.
Record Keeping	<ul style="list-style-type: none"> • Enter data into the Habitat management system. • Upload tenancy related correspondence and documentation to HPRM record management system. • File tenancy related documents and correspondence in property and tenancy files.
Development and Corporate Responsibilities	<ul style="list-style-type: none"> • Assist the Property Services Team Leader and Coordinator in reaching and exceeding the benchmark in Housing Management Contract Key Performance Indicator 2 – properties are inspected no more than every 182 days. • Identify and act on opportunities for increase effectiveness and efficiency in the team and carry out a range of other duties which may include opportunities to act in more senior roles. • Gain and demonstrate a working knowledge of the WA Residential Tenancies Act, contractual requirements, policies and procedures of Aboriginal Housing Services. • Participate in on-the-job training as required. • Other reasonable duties as directed by the Housing Manager.
Work Health and Safety	<ul style="list-style-type: none"> • A positive workplace culture free of bullying, harassment and discrimination is promoted.

Safe workplaces and environments are provided and maintained for Staff, service users and external stakeholders.	<ul style="list-style-type: none"> • All reasonable and practical steps to ensure the safety, health and welfare of all staff and service users in accordance with legislation and policies are taken. • Immediate intervention occurs wherever unsafe work practices are observed. • Notifiable incidents and/or WHS events of concerns are reported in a timely manner.
Aboriginal Ways of Working Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities, representative and/or Statutory Bodies.	<ul style="list-style-type: none"> • Marra Worra Worra is recognised as the lead organisation in working with Bunuba, Gooniyandi, Nyikina, Walmajarri, and Wangkatjungka to strengthen culture. • Aboriginal clients, staff, communities, and Statutory Bodies are supported in a way which protects and respects their cultures.
Quality in all We Do All operations are conducted with a commitment to quality which align with quality management principles.	<ul style="list-style-type: none"> • Operations are conducted in accordance with Marra Worra Worra's Quality Management Framework. • Feedback from tenants and external clients demonstrates quality services are provided. • Formal score cards attest to the delivery of quality service delivery.

ESSENTIAL CRITERIA

Essential Criteria <ul style="list-style-type: none"> • Demonstrated ability to be proactive and use initiative to solve problems. • Ability to successfully complete daily tasks with competing deadlines, meet established timelines. • Well-developed written and verbal communication skills, especially when responding to sensitive issues like tenant liability and debt.. • Understanding and awareness of the cultural, social and economic factors that affect Aboriginal communities in remote locations. • Demonstrated computer skills including the ability to process comprehensive information on computers and online platforms. • Flexibility to undertake travel with minimal assistance to remote regional locations, including travel off-road and by light aircraft, and involving overnight or short stays and camping. • Reasonable level of fitness. • Current driver's licence (manual).
Desirable Criteria <ul style="list-style-type: none"> • Qualification in Civil Construction, Social work and/or Business/Business Administration or experience in maintenance, construction or trades such as carpentry, plumbing or electrical. • Hold a current first aid certificate or have the ability to obtain this qualification. • Previous experience living and working in remote communities.
Credentials Check <p>It is a requirement of the role to provide a National Police Certificate. In addition, Marra Worra Worra Aboriginal Corporation may undertake any other credential checks to verify ongoing suitability to the role.</p> <p>Marra Worra Worra Aboriginal Corporation reserves the right to immediately terminate employment where it is deemed previous criminal (unspent) charges, or pending charges, may bring the organisation and/or programs and services delivered by the organisation, into disrepute.</p>

EMPLOYEE ACKNOWLEDGEMENT/AGREEMENT

I acknowledge and agree that I have read, understood and accept the above position description of **Property Services Officer** as part of the terms and conditions of my employment with Marra Worra Worra Aboriginal Corporation.

I further understand the position description is designed to provide a general understanding of the role and may encompass additional responsibilities within my experience in order to meet the organisation's objectives.

I also acknowledge that Marra Worra Worra Aboriginal Corporation operates in diverse region and the ability to travel and work throughout the region may occur at short notice.

Printed Name

Signature

Date