

Position Description	
Position Title:	Contract Administrator, Asset Management
Status:	Full time, fixed-term - 12 months
Classification:	Level 5 as per the YCH EBA 2015-2018
Remuneration:	As per the YCH EBA 2015-2018
Primary Location:	660 Elizabeth Street, Melbourne
Date PD Adopted:	February 2018
PD Review Date:	February 2019

About Unison

Unison provides a diverse range of housing services across Victoria and in Adelaide, including social housing, affordable housing, private rental, transitional housing and owners corporation services.

We believe that affordable housing is the foundation on which to build a life of value, but that a good life takes more than just housing. A good life takes place in a community.

We provide affordable housing, and work to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison also assists over 3000 people each year who are homeless or at risk of homelessness.

Vision

Communities that thrive.

Mission

Collaborate to create vibrant, sustainable communities that meet the needs of renters, owners and people who are homeless, by developing, managing and providing access to affordable housing.

Position Objective

1. Provide administration support to Manager Contracts and Procurement, and Manager Projects.
2. Administer and monitor contactor compliance to Unison requirements.
3. Organise and maintain Asset Management files and documentation (physical and electronic).
4. Ensure accurate and timely collation of Asset Management data for regular reporting.
5. Assist with meeting coordination and preparation of reports.

Key Accountabilities

1. Administrative support to Manager Contracts and Procurement, and Manager Projects.
2. Assist with Contract and Project document preparation, including research, revisions and approvals.
3. Prepare and maintain Contract and Project information such as databases, forms and reporting templates as required, with support from other Unison staff and contractors:
 - a. Contracts Management (Compliance, KPI/KPMs, contractor listings)
 - b. Property Development (Construction and Transactions)
 - c. Capital Works delivery (cash flow, programme mgmt.)
 - d. Others as required (including finance, and Asset Management team meetings)
4. Assist with preparation of Asset Management reports, meeting minutes and actions for stakeholders including:
 - a. Board and Sub-Committees
 - b. Corporate Services and Operations
 - c. Authorities and Regulators
 - d. Project Teams
 - e. Contractors
 - f. others as required
5. Provide support to coordinate consultant, contractor and other 3rd party service delivery as required to ensure compliance with Unison Procedures and KPI/KPMs.
6. Attend and assist at regular meetings with internal and external stakeholders
7. Identify continuous improvement opportunities in respect to Asset Management processes, procedures, policies, service levels, and cost reductions
8. Assist with budget preparation and regular monitoring, reporting and analysis.
9. Act as a point of contact for general enquiries and problem resolution for Asset Management contracts, projects and other relevant services.
10. Review Asset Management related accounts receivable / payable requests and prepare for approval and processing as required.
11. Assist with the preparation of lease documentation and associated information for new commercial tenants.
12. Assist with the management and associated rectification works of Defect Liability Periods.
13. Any other duties as required.

Key Selection Criteria

Qualifications and Experience

- Minimum 2 years' administration experience in Property, Facilities Management and/or Construction sectors
- Proficient with Excel, PowerPoint, Outlook, Word
- Experienced with Office 365 (incl SharePoint and Power BI)
- Preferred experience in state, local government or social housing sectors

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to prioritise work load and deliver professional outcomes with strong attention to detail • Excellent communication skills (data presentation and report writing) • Ability to show initiative, be a self-starter and work autonomously and work under pressure and manage deadlines • Highly motivated with a collaborative, positive and proactive approach
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> • Working knowledge of Asset, Project, Facilities and Contract Management principles • Basic understanding of Property Transactions (sales and leasing) • Exposure to operating procedure reviews and implementations • Exposure to procurement projects • Experience, including as a volunteer, in Community Housing &/or Family Services (preferred) • Ability to read architectural drawings and plans (desirable)
<p>Occupational Health and Safety</p>	<ul style="list-style-type: none"> • Ensure that Unison’s Occupational Health and Safety Policy and Procedures are continually observed and complied with. • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Unison’s OHS Frameworks. • Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor. • Actively participate in hazard elimination where practical.
<p>Safety screening</p>	<ul style="list-style-type: none"> • This role is subject to a satisfactory National Police History check and Working with Children Check. • Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.

Physical Inherent Requirements

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| Office Duties | <ul style="list-style-type: none">• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving | <ul style="list-style-type: none">• May be required to drive private or Unison owned vehicles. |
| Work Environment | <ul style="list-style-type: none">• May be required to work from different sites, including offsite facilities.• Exposure to varied weather conditions. |
| Lifting and Carrying | <ul style="list-style-type: none">• Infrequent lifting and carrying of items up to 5kgs. |
| Bending and Reaching | <ul style="list-style-type: none">• Required to occasionally bend and reach. |

Organisational Values

Unison is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high standards of work in line with our Values:

People

- We put the customer at the heart of what we do, we value each other and welcome diversity

Respect

- We are respectful of all and welcome open and honest discussion

Positivity

- We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions

Accountability

- We do what we say we will do

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

Organisational Relationships

Accountable to	<ul style="list-style-type: none">• Manager, Contracts and Procurement• Manager, Projects
Supervises (Day to Day Operations)	<ul style="list-style-type: none">• Asset Management Contractors, consultants and other 3rd parties
Internal Liaisons	<ul style="list-style-type: none">• Asset Management – all teams• Corporate Services – Finance, Risk and Compliance, and ICT• Operations – Place Management
External Liaisons	<ul style="list-style-type: none">• Service Providers, Consultants and Contractors

Signed and dated: