

Position Description	
Position Title:	Project Administrator
Team:	Asset Management
Employment Status:	Full time / Ongoing
Primary location	117 Berkeley Street Melbourne

## About Unison

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Unison provides a diverse range of housing services in Victoria, including social housing, affordable housing, 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 3,500 people each year who are homeless or at risk of homelessness.

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 LGBTIQ+ communities to join our workforce.

### 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.

### Organisation 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.

<p><b>PEOPLE</b></p> <p>We put the customer at the heart of what we do, we value each other and welcome diversity.</p>	<p><b>RESPECT</b></p> <p>We are respectful of all and welcome open and honest discussion.</p>	<p><b>POSITIVITY</b></p> <p>We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions.</p>	<p><b>ACCOUNTABILITY</b></p> <p>We do what we say we will do.</p>
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## Position Objectives

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The role provides support for the delivery of strategic asset management and capital works projects at property assets.

## Key Accountabilities

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### Project Support

- Liaise with contractors and Unison staff to coordinate maintenance and construction activities undertaken by external contractors at both occupied and vacant residential and commercial properties.
- Prepare and format funding, procurement and contract documentation using templates, and provide administrative support to procurement and contract management processes.
- Ensure regular updates on the progress of projects with internal and external stakeholders are communicated, including the completion of required reports or requests for information within prescribed timeframes.
- Action incoming and outgoing correspondence with a range of internal and external parties, including contractors and government agencies.
- Ensure asset data registers are maintained and information systems remain updated.
- Organise meeting logistics and prepare meeting documentation.
- Ensure all information is stored in an appropriate manner.
- Undertake financial reconciliations for construction project activities.

### Personal

- Champion a culture that is respectful, non-judgemental and inclusive in line with Unison's Values, Code of Conduct, Policies and Procedures
- Actively participate in activities and initiatives to promote and sustain a positive and collaborative workplace with colleagues and stakeholders
- Participate in team meetings, Unison staff meetings and other meetings and forums as required.
- Participate in regular performance review and planning
- Ensure regular reports relevant to the position are accurate and provided within specified formats and timelines
- Comply with all legislation, regulations, standards and Unison policies and procedures relevant to the position
- Other duties as directed by Unison.

## Key Selection Criteria

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Qualifications & Experience	<ul style="list-style-type: none"> <li>• Demonstrated experience in administration is essential</li> <li>• A formal qualification in either a property related field or business administration field is desirable</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Demonstrated high level interpersonal and team skills, including the ability to work both co-operatively and promote a positive approach.</li> <li>• Ability to proactively problem solve and work with limited supervision.</li> <li>• Commitment to social justice and desire to promote and model the values of Unison in all interactions with employees, tenants and clients and the broader community.</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills</li> <li>• Advanced MS Office skills</li> <li>• Excellent time management, administration skills and attention to detail</li> </ul>
Workplace Health and Safety	<ul style="list-style-type: none"> <li>• Comply with Unison’s OHS policy and procedures and applicable legislation and promote a positive safety culture</li> <li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work</li> <li>• Regularly inspect own 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.</li> <li>• Actively participate in hazard identification and elimination where practical.</li> </ul>
Safety screening	<ul style="list-style-type: none"> <li>• This role is subject to a satisfactory National Police History check and Working with Children Check.</li> <li>• 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.</li> </ul>

## Organisational Relationships

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Accountable to	Manager, Capital Works and Planning
Supervises (Day to Day Operations)	None
Internal Liaisons	Asset Management team Place Management Finance
External Liaisons	Contractors External agencies

## Physical Inherent Requirements

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

## PD Review

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Date PD Adopted:	July 2022
PD Review Date:	July 2024