

## Position Description

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<b>Position Title:</b>	Property Compliance Officer
<b>Team:</b>	Property
<b>Employment Status:</b>	Full-time, ongoing
<b>Reporting to:</b>	Maintenance Manager

### About Unison

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Unison is a for-purpose organisation that works to reduce disadvantages and social exclusion for over 3,500 people who need social or affordable housing, or who are homeless or at risk of homelessness each year. We believe that housing is the foundation on which to build a life of value but that a good life takes more than just housing - it takes place in a community. We're also committed to building a thriving community internally for the people that work with us. We're proud to offer contemporary people programs and benefits in line with our values, and we're certified as a Great Place to Work.

### Position overview

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Unison's property maintenance team is responsible for delivering planned and responsive maintenance across the Unison portfolio. The team plays a vital role in ensuring our properties are safe and well-maintained, delivering sustainable long-term asset performance for residents and communities. You will find Unison's property team staff in all of Unison's site offices across Melbourne's suburbs, Geelong and Werribee.

The Property Compliance Officer ensures properties adhere to relevant regulations and safety standards through coordinating compliance activities and inspections, diligent record-keeping, and risk identification. The role plays a key role in mitigating potential issues, providing timely information and support to the maintenance team and ensuring performance metrics are achieved.

### Position responsibilities

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- Monitor and track all relevant building compliance requirements, including safety standards, building codes, and legal regulations.
- Coordinate the scheduling of inspections and compliance activities, review reports and instruct repair works.
- Assist with the preparation and submission of compliance reports for internal and external stakeholders.
- Maintain up-to-date compliance documentation and records, including inspection reports, certifications, and permits.

- Identify potential compliance risks and work proactively to address issues before they escalate and within appropriate timeframes relative to the urgency.
- Collaborate with property team members to rectify non-compliance findings and ensure corrective actions are implemented.
- Support the development of risk management strategies to mitigate compliance-related issues.
- Identify potential improvements in practices, including leveraging emerging technologies.
- Assist in the development and rollout of compliance policies and procedures for the property portfolio.
- Promote and model Unison's values and Code of Conduct in all interactions with colleagues, renters, clients and the broader community.
- Be flexible and undertake any other duties as reasonably directed.

## **Key selection criteria**

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- Proven experience in property compliance, risk management, or facilities management.
- Strong attention to detail and ability to maintain accurate compliance records.
- Effective communication and problem-solving skills.
- Ability to work independently and manage multiple tasks efficiently.
- Proactive and solution-focused mindset in managing compliance issues.
- Collaborative, with the ability to work effectively with internal teams and external stakeholders.
- Strong professional written and verbal communication skills, with an ability to influence and engage with people at different levels of an organization.
- Ability to show initiative and work autonomously, with a high level of enthusiasm, resilience and positivity.

## **Safety and wellbeing**

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Staff may be required to interact with Unison's renters and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

## **Employment conditions**

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All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

## **Equal employment opportunity**

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Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTIQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.