

### 1. Position Identification

<b>Title:</b>	Asset Management Specialist	<b>FHL Level:</b>	7
<b>Department:</b>	Property Services	<b>Agreement/Award:</b>	EBA
<b>Reporting to:</b> <i>(Position)</i>	Team Leader Property Services	<b>Date last updated:</b> <b>By whom:</b>	June 2020 GM Operations

### 2. Purpose of Position

To manage the vacate maintenance turnaround process, scheduled CAPEX Program, take ownership of the Strategic Asset Management Plan, attend and manage onsite emergency response situations and respond to any other onsite needs.

### 3. Key Working Relationships

<b>Internal:</b> Property Services Housing Services Finance Development Manager	<b>External:</b> Tenants and Residents Support Workers Contractors Consultants Department of Communities
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### 4. Accountabilities and Responsibilities

#### Strategic Asset Management

- Provide operational asset management coordination and planning, and mitigate operational lifecycle risk for FHL's assets.
- Develop and maintain mechanisms which enable effective forward planning and budgeting
- Manage the asset registry, whilst forward planning, budgeting and developing performance indicators.
- Monitor asset performances at a system level to highlight challenges and recommend solutions.
- Monitor and provide holistic management of assets' lifecycle.
- Manage and ensure the accuracy and integrity of the asset registry and framework.

#### Vacate Maintenance Program

Manage the vacate maintenance turnaround process (mainstream only) including:

- Updating vacancy module on a daily basis.
- Creating scope of works and obtaining quotes.
- Undertaking post work/final inspections and confirming availability for tenanting.
- Liaising with other staff regarding the overall management of vacates.
- Meeting turnaround KPIs.

#### CAPEX Program

Manage the CAPEX program including:

- Selecting and scheduling properties for Stock Condition Reports and managing an ongoing scheduling process.
- Reviewing Stock Condition Reports to prioritise and identify required works, taking into account legislative obligations, CAPEX works, tenant damage, safety hazards and responsive works.

## Job Description

- Managing the works program schedule within budget constraints and to time and quality standards.
- Liaising with contractors to ensure the program requirements are met within budget and KPIs.

### Emergency Response

Act as the main point of contact for managing onsite emergency situations including:

- Attend onsite if emergencies occur to undertake initial inspection, assess risk and assess need for works.
- Create scope of works and instruct contractors.
- Manage works to completion.
- Manage tenant/resident and internal staff liaison, including providing timely and appropriate information.
- Manage all compliance reporting.

### Contractor Management

- Undertake defect inspections and instruct contractor to make good as needed;
- Preparation and submission of relevant statutory forms;
- Tenant coordination, development and implementation of the decanting strategy;
- Review contractors performance to ensure completion of projects are as per contract terms.
- Reviewing and coding contractor invoices for approval by the relevant delegated representative;

### Reporting

- Develop reports to manage, monitor and assess performance of the CAPEX and Strategic asset management programs.
- Provide regular progress reports to management on all aspects of the various programs.
- Ensure maintenance of accurate and auditable records, reports, financial monitoring data, drawings, specifications, briefs, approvals, notes and test records are maintained across all areas of work.
- Other duties as requested.

## 5. Safety Awareness

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to;

- Take reasonable care to ensure your own safety & not risk others by any act or omission.
- Follow all safe work practices and procedures
- Use personal protective equipment as identified for individual tasks
- Take immediate action on any identified hazards
- Report any incidents or injuries to both manager and HR

## Job Description

### 6. Work Related Requirements/Selection Criteria

<b>Essential Criteria</b>
<p>a) Minimum 2 years' experience in a project management role.</p> <p>b) Demonstrated understanding of construction and project management processes.</p> <p>c) Demonstrated understanding of contract management.</p> <p>d) Experience in preparing and instructing scope of works.</p> <p>e) Experience in managing and monitoring a varied programme of works, including managing contractor performance and implementing performance reports.</p> <p>f) Advanced skill level in Microsoft Excel and intermediate skills with other Microsoft Office suite.</p> <p>g) Demonstrated coordination skills including planning, liaising and following up with both internal and external parties.</p> <p>h) Exceptional time management skills and ability to deal with a range of issues, including problem solving difficult situations.</p> <p>i) Excellent written and verbal communication skills, including high level communications skill with a range of stakeholders.</p>
<b>Work Related Requirements</b>
<ul style="list-style-type: none"><li>• Current WA driving licence.</li><li>• National Police Clearance.</li></ul>
<b>Desirable Criteria</b>
<p>a) Engineering or Building/Construction qualification.</p> <p>b) Project Management or Contract Management qualification.</p> <p>c) Trade qualification.</p> <p>d) Experience working in a community housing or not-for-profit organisation.</p>

### 7. Position Dimensions

<b>Number of staff directly reporting to position</b>	Nil
<b>Work Locations</b>	This role is based at the Leederville office but will require travel to other FHL offices and sites as required to deliver the scope of the role.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_