

## Position Description Property Administration Officer

### Position details:

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| <b>Position title:</b>        | Property Administration Officer             |
| <b>Reports to:</b>            | General Manager Property                    |
| <b>Department / Division:</b> | Retirement Living, Property and Development |
| <b>Direct Reports:</b>        | Nil   |

### Position outline:

The Property Administration Officer is responsible for undertaking a wide variety of administrative duties within the Property Department and supports the maintenance functions within Goodwin.

They have primary responsibility for maintaining the maintenance management system (MEX), including reactive maintenance, planned preventative maintenance and capital works administration.

The Property Administration Officer must have strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure, and manage competing tasks with a high level of attention to detail.

The Property Administration Officer is required to work collaboratively with the Property Team and will report to the General Manager Property.

### Key responsibilities:

#### Role specific:

- Maintaining and operating the property management system (MEX).
- Maintain the asset register.
- Assist in maintaining the fleet management function.
- Assist in the preparation of regularly scheduled reports.
- Assist in maintaining the key register.
- Assist with the preparation of requests for tender and tender reviews in collaboration with the Contracts and Procurement Department.
- Coordinate meetings, including issuing notices of meetings, agendas, taking and distribution of meeting minutes and associated tasks.
- Work collaboratively with maintenance contractors, ensure they fulfil their obligations under agreed service contracts.

#### General:

- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Maintain the customer service culture, and present professionally to all people at all times.
- Maintain and promote Goodwin's reputation as a quality organisation.
- Communicates and interacts with all consumers in a dignified and respectful manner.

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- Commitment to quality systems and continuous improvement.

#### **Selection criteria:**

#### **Essential requirements:**

- Current first aid certificate
- Current drivers' licence

#### **Essential skills:**

- Experience with asset maintenance and management systems.
- Understanding of system configuration.
- Collaborative working style.
- High attention to detail.
- Excellent communication skills, both oral and written.
- Excellent networking and interpersonal skill.
- Ability to solve problems.
- Strong organisational and administrative skills, including an ability to manage time effectively, prioritise workloads, meet deadlines.
- Proficiency in Excel, Word, PowerPoint.

#### **Desirable skills:**

- Experience in property maintenance.
- Experience working in aged care.

#### **Personal attributes:**

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Shows respect for cultural diversity in all communications and interactions with co-workers and consumers.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

#### **Work health and safety:**

- Take reasonable care for your own health and safety and the health and safety of others.
- Comply with any reasonable instruction by Goodwin.
- Observe and comply with the work health & safety policies and procedures of Goodwin.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of your work, using Goodwin's reporting systems.
- Undertake WHS training where required, in order to perform duties.

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- Participate and contribute to work health & safety practices to ensure a safe work environment.
- Ensure that workers observe and comply with the work health & safety policies and procedures of Goodwin.

**Position approval:**

This position is approved under the Goodwin Enterprise Agreement at GACS Admin Level 2.

**Authorisation:**

This position description has been authorised as part of Goodwin’s document management process. It comes into effect on the date indicated next to the signature.

|                    |                         |              |            |
|--------------------|-------------------------|--------------|------------|
| <b>Signature:</b>  | <i>Michael Holdom</i>   | <b>Date:</b> | 23/02/2023 |
| <b>Position:</b>   | Chief Operating Officer |              |            |
| <b>PD Version:</b> | 1.0                     |              |            |