

# Housing & Facilities Officer

## Position Description



<b>Position number</b>	Multiple positions
<b>Directorate</b>	Council Services
<b>Department</b>	Housing & Facilities
<b>Immediate Supervisor</b>	Manager Housing & Facilities
<b>Supervising Positions(s)</b>	Nil.
<b>Level</b>	TT4 – Technical

### Position Approval

Keith Hassett

Director Council Services

**9 / 10 / 2024**

Review and Approval Date

### Position Objective

Provide high-quality support to the Council Services, Housing & Facilities team through property assessments, project management, and administration, ensuring the maintenance and improvement of council properties align with council policies and procedures.

### Key Duties and Responsibilities

- Manage and maintain comprehensive housing and facility asset registers.
- Schedule and coordinate routine and unplanned maintenance for council buildings, facilities, and outstations properties.
- Oversee the procurement of goods and services, including coordinating transportation and installation whilst ensuring compliance with procurement policies and approval procedures.
- Contribute to assigned projects to ensure they are completed within the designated budgets and timelines.
- Monitor and report on the effectiveness, quality, cost, and timeliness of projects using appropriate resources and procedures.
- Travel to remote communities and outstations as required to oversee project progress, conduct property inspections to evaluate condition, assess necessary repairs and identify potential improvements.
- Prepare reports on project milestones, inspection results and facilities audit and provide detailed findings along with recommendations for action, ensuring compliance with safety and regulatory standards.
- Conduct essential audits for all council housing and facilities, ensuring that records of key allocations are accurate and current. Maintain detailed records of key audits and promptly report any lost or unreturned keys to the Supervisor.
- Coordinate accommodation needs for MRC staff and external agencies as required.
- Complete routine housing inspections inclusive of basic cleaning as needed to maintain health and safety standards for council staff and community members.
- Conduct housing inductions for new MRC employees.
- Contribute to the development of tender, grant, and other funding documentation.
- Ensure timely processing of purchase requisitions, accounts payable and receivable invoicing for goods and services to accurately monitor budgets and project expenditures.
- Develop and maintain positive working relationships with stakeholders, including MRC staff, contractors, and external agencies.

### Skills and Attributes

- Ability to work independently and manage own work priorities.
- High level of communication skills and ability to build and maintain relationships with a diverse range of stakeholders.
- Ability to address complex problems, which may involve gathering and analysing additional information, with assistance available from Supervisor for complex issues.
- Strong literacy, numeracy and IT skills.

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- Strong work ethic and reliability with a focus on attention to detail and accuracy.

### Role Requirements

#### Essential

- Extensive experience in facilities, assets, or project management with a deep understanding of industry standards and best practices.
- Experience in conducting detailed physical assessments of housing and facility conditions, identifying issues related to building condition, safety, and general maintenance needs.
- Hold a Certificate IV qualification in business, administration or project management.
- Ability to perform basic cleaning tasks to ensure Council properties are well-maintained and presentable.
- Strong record keeping and organisational skills alongside capabilities in engaging problem-solving skills to address complex matters. Current NT Drivers Licence.
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.

#### Desirable

- 4WD Certificate
- Knowledge and understanding of technical terminology.
- Previous experience travelling to and working in remote communities.
- Previous experience in working for an organisation operating across multiple sites.

### Travel Requirements

This position is based in Alice Springs and approximately 50% of work time will be spent travelling to and working in remote communities – including overnight stays – in the MacDonnell Regional Council area of service.

### Physical Requirements

#### The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment or outdoors
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

#### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

#### Position Reporting Structure

