

Housing & Facilities Officer

Position Description



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

Position Approval

Keith Hassett

Director Council Services

25 / 07 / 2025

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.
- 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.
- Monitor project quality, cost, and timelines; prepare reports on milestones, inspections, and facility audits with findings and recommendations to ensure compliance with safety and regulatory standards.
- 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.
- Strong record keeping and organisational skills alongside capabilities in engaging problem-solving skills to address complex matters.

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- Ability to address complex problems, which may involve gathering and analysing additional information, with assistance available from Supervisor for complex issues.
- Ability to perform basic cleaning tasks to ensure Council properties are well-maintained and presentable.
- Strong literacy, numeracy and IT skills.
- Strong work ethic and reliability with a focus on attention to detail and accuracy.

Role Requirements

Essential

- Certificate IV qualification in business, administration or project management.
- 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.
- 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 20% 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

