

Asset Manager NSW

Position Description

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| Position Title | Asset Manager NSW |
| Reports To | Chief Operations Officer (COO) |
| Direct Reports | 3 |
| Location | Flexible Hybrid working arrangements – Wentworthville, Eaglevale, Lewisham |
| Primary Position Objective | The Asset Manager responsible for: <ul style="list-style-type: none">• Strategic Procurement Planning and Procurement Process Management• Contract/Contractor Management• Budget design and management• Supplier Relationship Management• Data Analysis and Reporting• Management of repairs and maintenance for Responsive, Planned and Cyclical Programs• Implementation of Property Assessment Survey's (PAS)• Support the organisation to deliver Strategic Outcomes• Ad hoc Projects as required |

Amelie Housing Overview

Amélie Housing is a Registered Tier 1 Community Housing Provider with 1500 homes across Australia. Amelie Housing aims to build more socially inclusive neighbourhoods by providing appropriate, secure, and affordable housing to those who are homeless or disadvantaged including those reliant on low and moderate incomes or have a disability and struggling to find a home in Australia's challenging private rental market.

Position Overview

The Asset Manager, NSW will lead the team across NSW servicing (1200 properties) while working closely with the Chief Operations Officer, Development and Major Projects Director, Chief Finance Officer, State Managers and CEO of Amelie Housing to ensure effective service delivery of Asset operations in NSW, whilst working in partnership with interstate counterparts to combine asset reporting and management.

Duties and Responsibilities:

Asset Management:

- Develop and implement asset management strategies, KPIs and procedures to effectively track, maintain Amelie Housing assets.
- Maintain accurate records of all assets, including acquisition, depreciation, maintenance, and disposal.
- Conduct regular physical audits to verify the existence and condition of assets and reconcile any discrepancies.
- Monitor asset utilisation, identify underutilised or surplus assets, and recommend appropriate actions.
- Develop and implement preventive maintenance plans to ensure the longevity and optimal performance of company assets.
- Collaborate with relevant stakeholders to ensure compliance with asset-related policies, regulations, and reporting requirements.

Procurement Management:

- Develop and implement procurement strategies, policies, and procedures to optimise the procurement process.
- Collaborate with stakeholders to identify procurement needs, specifications, and budgetary requirements.
- Conduct market research to identify potential suppliers, evaluate their capabilities, and negotiate favorable terms and conditions.
- Manage the procurement lifecycle, including vendor selection, contract negotiations, and ongoing supplier relationship management.
- Ensure compliance with organisational policies, legal requirements, and ethical standards throughout the procurement process.
- Monitor procurement performance metrics, identify areas for improvement, and implement corrective actions as needed.

Budget Management:

- Develop and manage budgets and resources to ensure delivery within budget and to the required standard.
- Manage key risk to address budget constraints.
- Manage approval of invoices within scheduled delegation.
- Monitor monthly budget performance.

Team Leadership and Collaboration:

- Provide leadership and support to asset management professionals, providing guidance, and performance feedback.
- Foster a collaborative work environment, encouraging cross-functional collaboration and knowledge sharing.
- Coordinate with various departments to understand their procurement and asset management needs and provide timely and efficient solutions.
- Collaborate with finance and accounting teams to ensure accurate and timely financial reporting related to procurement and assets.
- Stay updated on industry trends, best practices, and regulatory changes related to procurement and asset management.

Essential Criteria:

- Tertiary qualification at degree level or proven experience of five years in asset management and procurement.
- In-depth knowledge of procurement principles, practices, and regulations.
- Proficient in using procurement software and asset management systems.
- Excellent negotiation, communication, and interpersonal skills.
- Strong analytical, report writing and problem-solving abilities.
- Ability to manage multiple priorities and work under pressure to meet deadlines.
- Strong knowledge of the National Construction Code
- Experience in residential property maintenance & Community Housing/Public Housing
- Experience in using Microsoft Office suite.
- Current NSW driving license.

Personal Attributes

- Deep understanding of the mission and ethos of the St Vincent de Paul Society.
- Experience working with vulnerable people including homelessness, mental health issues, domestic violence and disabilities.
- Practice appropriate discretion and maintain confidentiality in dealing with sensitive and confidential information.
- Commitment to personal development.
- Take responsibility for and demonstrate justifiable reasons for actions and decisions.
- Make decisions within area of responsibility, evaluating all available information and in line with organisational policy and values.
- Role model for performing work of a high standard and accepting responsibility for own actions.