

Housing Authority

Position Description: MANAGER PROPERTIES



Position	Manager Properties
Incumbent	
Reports to	General Manager Land and Housing Development
Date	18/11/2022

Reporting Positions

Project Architect
 Leading Hand/ Licensed Electrician
 Maintenance Team

Purpose

The Properties Manager will be responsible for planning and managing the refurbishment of all Housing Authority properties including HA's Strata units blocks and commercial properties. The Manager will also be responsible for the maintenance of HA properties and land stock. He/ She must ensure prevention of business disruptions through guaranteed performance of building services including power and water supply, air conditioning, lifts, etc at all HA Offices including. The incumbent will also be responsible for managing tenants and facilitating lease contracts with tenants.

The team that he will lead will work with clients at all levels (from Board to floor level) across every facet of their business management to achieve optimal governance, risk and control environments that support the Housing Authority's strategic and operational priorities.

Accountabilities

The Jobholder has the following accountabilities:

1. Project Manage New projects endorsed by Executive Management and Board
2. Plan and designate project resources
3. Plan, Prepare and Budget Maintenance Plans and resources;
4. Monitor and keep up to date record of time spent against budgets;
5. Resolving properties issues as they arise, working with staff and Services Providers as necessary;
6. Regularly communicating the progress of projects and emerging findings to the General Manager Land Housing Development or Head of Risk & Compliance/ Manager Compliance;
7. Reviewing drawings/reports and material prepared by Consultants
8. Review reports prepared by assigned staff;
9. Manage and keep accurate records of all inward stock for Maintenance team and conduct regular stock takes
10. Procurement of goods and services in line with HA's Procurement Policy;

Working Relationships

Internal

HA Board
Chief Executive Officer
General Manager Finance and Administration
General Manager Land and Housing Development
General Manager Credit Management & Lending
Managers

External

Services and Hardware Suppliers
Consultants
Statutory Bodies
Stakeholders
Customers

Major Challenges

- Steer transition of Strata unit blocks maintenance to self-sustaining Body Corporate's over the next 3-4 years
- Implementation of routine Maintenance for HA commercial properties
- Consistent implementation of a risk culture
- Improving control measures
- Developing a team of high-performing Properties team to manage HA properties
- Ensuring proper allocation of resources
- Improving employee productivity

Competencies, Experience and Qualifications

The following competencies, experience and qualifications are required to do this job:

- Degree in Engineering or Architecture
- Substantial demonstrable experience in a Manager Properties role with experience in project management, construction, property management and/ or real estate, including consulting, risk management, or operational roles.
- Have at least 10 years of relevant work experience.
- Ability to innovate service delivery and designing Internal Audit for the future.
- Good business acumen and advanced problem solving and analytical skills with proven ability to use data effectively to identify and resolve issues.
- Ability to provide observations and recommendations for improvement in business operations (including building services, maintenance and presentation)
- Proven leadership ability with previous experience leading teams and managing projects, accustomed to taking an active role in executing engagements.
- Excellent communication skills; both written and verbal.
- The desire to work in diverse environment and build the reputation of HA through the quality of work, knowledge and experience.

Special requirements:

1. Demonstrated ability to think critically;
2. Good project management skills;
3. Good customer service skills
4. Ability to resolve conflict effectively;
5. Strong report writing skills;
6. Ability to communicate effectively; and
7. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.