PERSONAL DETAILS

Title: Mrs / Ms / Miss / Mr / Other

Name: Gender: M / F

Date of Birth:

Residential Address:

Email address: Mobile:

Driver’s License #:  Yes  No Class: State: Expiry Date:

Working with Children’s Card :  Yes  No State: Expiry Date:

[Are you of Aboriginal or Torres Strait Islander origin?](http://www.aihw.gov.au/access/201010/data/collecting_indigenous_health_data.cfm)  Yes  No

Position applied for: Property Officer

Availability date:  immediately  Notice period: weeks

Mark all types of employment you are interested in:  
  Full-Time  Part-Time  Temporary/ Contract  Casual

Current salary package: $ Expected salary package: $

Please provide other information that you identify as being pertinent to this application?  
*(i.e.: other job commitment, medical conditions, disabilities)*

How Did You Hear About This Position?

NTNews paper NTNews online  Facebook  ORIC NTCOSS  other: \_\_\_\_\_\_\_\_\_\_

PROFESSIONAL REFERENCE

Referee Name :

Relationship :

Organisation :

Email/ Contact Number :

Referee Name :

Relationship :

Organisation :

Email/ Contact Number :

Have you notified these referees?   
  Yes No (if your answer is no, we will notify you before contacting these referees)

PRE-EMPLOYMENT QUESTIONS (PROPERTY OFFICER)

|  |  |
| --- | --- |
| Do you have a Diploma/ Certificate IV in Property Services? | Yes  No |
| If you answer no to the previous question, are you willing to complete a Diploma/ Certificate IV course in Property Services? | Yes  No |
| Do you have knowledge of Microsoft Office programs (Word, Excel, and Outlook)?  *Other relevant programs:* | Yes  No |
| Are you willing to undergo a Police Check? | Yes  No |
| Are you willing to undergo a pre-employment drug & alcohol screening? | Yes  No |
| Are you aware of any other matters that might result in a conflict of interest if you are employed by Yilli Housing?  *If you have answered Yes, please explain:* | Yes  No |
| I certify that all the information provided is true and correct. | Yes  No |

Additional Information (COVER LETTER)

All information provided will be treated confidentially. Yilli Rreung Housing Aboriginal Corporation adheres to the principle of equal employment opportunity and merit based employment decisions.

|  |  |  |  |
| --- | --- | --- | --- |
| JOB TITLE | | | |
| **Job Title** | Property Service Manager | **Industrial Instrument** | SCHADS Award |
| **Reports to** | CEO | **Direct Reports** | Property Officers |

|  |
| --- |
| OUR VISION |
| Yilli Rreung Housing is a peak independent, non-government Aboriginal organisation that aims to deliver affordable accessible and sustainable quality housing to people in the Top End of the Northern Territory. |
| OUR VALUE |
| We believe in   * Honesty with clients, our partners, our stakeholders and with ourselves * Recognise and respect the diversity of our clients and employees * Being fair to all our clients * Having empathy with our client base * Preserve and improve the quality of life for our tenants * Being transparent with dealings with all our clients * Appreciate our employees * Invest in training and our employees knowledge and skills * Having Integrity in all our dealings |
| POSITION OBJECTIVE AND RESPONSIBILITIES |
| Property Service Manager (PSM) manages and monitors Property Officers. Ensure NT Residential Tenancy Act, SOP and Policy are followed consistently across the property management section.  PSM manages property tenancies by processing applications for housing, managing the waiting list, arranging tenancy agreements, overseeing rent collections, making regular property inspections and organising community meetings.  The incumbent acts as the nominee for the REINT corporate membership, creates reports to CEO and Board, manages the administration of property management of all town camps and affordable houses, and maintains the currency of all tenancy files and documentation.  The incumbent assists the maintenance team to communicate with the tenants for the delivery of municipal services and reports any repairs and maintenance of the houses to the maintenance team. |

|  |
| --- |
| Please address the selection criteria and attach your CV to:  [info@yillihousing.com.au](mailto:info@yillihousing.com.au)  THANK YOU |
|

|  |  |
| --- | --- |
| SELECTION CRITERIA | |
| ESSENTIAL | |
| 1. Experience working with Aboriginal people, including knowledge and awareness of Indigenous issues and ability to negotiate in accordance with cultural protocols. | *(Please address the selection criteria here)* |
| 1. Ability to perform in a professional manner with, integrity, accountability and respect of all clients and colleagues. |  |
| 1. Diploma of Property Services (Agency Management) |  |
| 1. Strong Human Resource Management skills to manage and develop human resources within the section. |  |
| 1. Ability to multi-task, prioritise work, meet deadlines and follow policy and procedures. |  |
| 1. Experience in doing property assessment and inspections. |  |
| 1. Familiar with the NT Residential Tenancies Act. |  |
| 1. Have initiative, flexibility, integrity, discretion and strong attention to details. |  |
| 1. Proven high level of communication, negotiation, presentation and conflict resolution skills. Proven ability to deal and cope with customers who may be angry and aggressive. |  |
| 1. Ability to educate tenants to support tenancies. |  |
| 1. Maintain current driver’s license. |  |
| 1. Knowledge of computer skills, Microsoft Office programs (outlook, word, excel) and CHINTARO (or other property management software). |  |
| 1. Successful applicants must have or be willing to obtain a Police Clearance and OCHRE Card. 2. Successful applicants must have or able to obtain REINT corporate membership. |  |
| DESIREABLE | |
| 1. Experience in identifying and effectively responding to the cultural and specific needs of Indigenous communities. 2. Experience in providing quality services in human or housing services with strong emphasis on delivery of interactive services to customers with diverse needs. 3. Knowledge of the Indigenous Community Housing Management, knowledge of government and non-government agencies involved in the delivery of housing to Indigenous people. 4. Experience in reporting, experience in recording database. 5. Experience in investigations and preparing reports with recommendations. 6. Experience in office administration including customer service provisions. 7. Familiar with National Regulatory System for Community Housing reporting requirements. |  |