



**Property & Strata Manager -
HomeGround**

Closing Date: Tuesday, 25 August 2020

Thank you for your interest in the position of Property & Strata Manager for CHC's philanthropic real estate business HomeGround. This selection pack will provide you with all the information you will need to complete your application by the **25 August 2020** deadline.

Who Are We?

CHC has launched a new and innovative real estate business start-up, with a genuine point of difference. It is based on the HomeGround model operating in Melbourne and [Sydney](#), and seeks philanthropic landlords to help tackle the rental affordability challenge for eligible lower income Canberrans. Landlords may benefit from an ATO Tax Ruling that would allow charitable donation treatment of the subsidy effectively being provided, and also ACT land tax concessions.

CHC is the largest independent not-for-profit community housing provider in the ACT. CHC is a member of the Real Estate Institute (ACT), and has over twenty years' experience in providing quality affordable housing, having self-funded a direct rental subsidy of over \$25m since inception. CHC has a development pipeline of over 200 properties, and provides a home today to 1310 Canberrans in 416 homes owned and rented at below market rates. We deliver homes for the community in various locations across Canberra and are continuously seeking to grow our impact through increasing our volume of affordable rental properties under management.

Our Vision

Our vision is "safe and secure homes in strong communities" and our mission is to "provide affordable homes, principally for rent, to individuals and families."

What Will I Be Doing?

CHC is offering an exciting opportunity for a suitably experienced person to play a key role in supporting the Business Development Manager (BDM) to manage a tenancy portfolio of HomeGround tenancies and strata properties in accordance with HomeGround policy, procedure and work instructions and in line with Legislative requirements.

You will work closely with BDM to provide a full service to HomeGround landlords and potentially undertake property sales activities (subject to future decision by CEO / Board).

CHC Offering

As the Property & Strata Manager you will be covered by [the CHC Enterprise Agreement 2017 – 2021](#) and entitled to an initial salary of \$57,512.00 plus 9.5% Superannuation pa.

CHC offers a family-friendly workplace dedicated to social awareness and responsibility. Ongoing training where individuals are encouraged to better themselves, their workplace and their community. The following benefits are available to all CHC employees:

- Free parking
- Salary Packaging available to staff based on our Public Benevolent Institution (PBI) status, providing additional reduction in tax payable
- Flexible work arrangements
- Health & Wellbeing Program
- Access to a company car during work hours under a carpool arrangement
- Training and Real Estate registration costs included

Please note: All positions within CHC are subject to probity checks that could include a Police Records Check and/or a Working with Vulnerable People and Working with Children check. You will also be required to undergo and pass a fitness for duty assessment with CHC's registered medical practitioner.

It is also a requirement that all CHC staff hold a current Driver's licence.

How Do I Apply?

If you think this is the opportunity for you, please submit your application by completing the application cover sheet found in this pack, providing a statement of claims, not exceeding 1000 words and a copy of your resume. The information you provide will assist us to determine whether your skills, knowledge and experience are the right fit for the position, so be accurate, succinct and show a clear connection with the competencies for this role. There is no requirement to address each competency separately.

Completed applications should be forwarded to careers@chcaustralia.com.au. If you have any questions regarding the selection process please contact Fiona Dearden on 02 6183 4383 or via email at fiona@chcaustralia.com.au. Further information regarding the specifics of the role can be obtained by contacting **Maria Edwards, Business Development and Property Manager** on 1300 208 888 or via email at Maria@homegroundcanberra.com.au.

Applications Close: 5.00 pm, 25 August 2020

Application Cover Sheet

Position Applied for: Property & Strata Manager - HomeGround		
Classification: CHC 2	Salary: \$57,512.00 pa + Superannuation	
Applicant Details:		
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
E-mail:		
Do you have a disability that may require reasonable adjustments to our process should you be successful in progressing to interview?	YES / NO If yes, we will talk to you prior to interview to arrange.	
Are you an Australian citizen <i>or</i> have the status of permanent resident in Australia?		
Referee 1: Name: Title: Relationship to Applicant: Contact Details: Mobile: Work: Email: Length of Working Relationship::	Referee 2: Name: Title: Relationship to Applicant: Contact Details: Mobile: Work: Email: Length of Working Relationship:	
Where did you hear about the role? (SEEK, a friend etc)		



POSITION DESCRIPTION

Property & Strata Manager (HomeGround)

– CHC 2

Position Status

Full-Time, 38 hours

Reports to / Business Unit

**Business Development &
Property Manager,
HomeGround**

Duties:

As Strata & Property Manager your duties will include , but are not limited to:

1. Providing strata management services for HomeGround & CHC properties, owners and tenants, including:
 - Liaise with owners, tenants & contractors to arrange maintenance and repairs of common area property.
 - Organising and conducting AGM's and other meetings as required.
 - Ensuring adequate insurances are in place.
2. Responsibility for efficiently managing a tenancy portfolio of HomeGround tenancies in accordance with HomeGround policy, procedure and work instructions and in line with Legislative requirements.
3. Supporting the Business Development & Property Manager to broaden the reach of HomeGround Canberra, by increasing the number of tenancies under management.
4. As part of providing a full service to HomeGround landlords (and potentially more broadly), and similar to other HomeGround entities, undertaking property sales activities (subject to future decision by CEO / Board).
5. Accurately maintain HomeGround systems in a timely manner and in line with records management requirements, including assisting with end of month processing.
6. Providing high-level customer service to owners, tenants, members of the public and CHC staff.
7. Undertaking reporting obligations as required.
8. Undertaking other duties as directed.

Competencies:

Aptitude/Experience:

- An awareness of, or the ability to gain the knowledge of the regulatory and compliance frameworks that CHC works within, particularly the Residential Tenancies Act (1997), the ACT Civil and Administrative Tribunal (ACAT) regulations and Unit Titles (Management) Act 2011 .
- A minimum of one years' experience in a relevant Real Estate role preferred.
- Hold or be willing to apply for a Real Estate registration.
- Hold a current Driver's Licence. (Essential)

Working Relationships:

- Demonstrated ability to work as an effective member of a small team.
- An understanding of and ability to work with culturally diverse customers.
- Ability to establish and maintain effective relationships with tenants, landlords and support providers.

Communication:

- Highly developed written and oral communication skills and the ability to communicate with tenants and stakeholders at all levels within CHC.

Organisational Skills:

- Demonstrated organisational capability.
- Demonstrated ability to produce quality work with strong attention to detail within defined deadlines.

Values & Behaviours:

- Demonstrated ability to undertake assigned duties, while consistently displaying work practices that are aligned to CHC's Code of Conduct, Values and Behaviours.

The Position Description does not intend to capture all of an individual's responsibilities but rather to outline the key areas of responsibility.