

Position Description

Position:	Property Manager
Award:	Kyabra Community Association Inc. The ASU and Employees Enterprise Agreement 2012
Position Classification:	Level 3

Kyabra Community Association Inc. provides strengths based integrated responses to people in our community. Service work involves partnership with individuals and families to identify goals, develop strategies and evaluate outcomes.

This may involve a range of activities/functions including: Assessment, Advocacy, Interpersonal Support Work, Co-ordination, Case Management, Community Development, Training and Group work and other such responses that facilitate the achievement of specified goals.

Responsible for the overall management of Kyabra's supported accommodation houses and rental investment properties.

Organisational Expectations

- To work within the Vision and Values of Kyabra's Essence Statement.
- To comply with Kyabra's code of conduct and with all organisational policies and procedures.
- To actively evaluate and critique practice at an individual, service and organisational level.
- To strive for ongoing improvement in all areas of activity.
- To participate in performance appraisals and the development of individual learning plans on request.
- To participate in professional development training opportunities.
- To maintain documentation in the appropriate systems with due respect to confidentiality, and in compliance with all relevant legislation and standards

Role Responsibilities

- Negotiate and prepare leases for Supported Accommodation houses and Kyabra investment properties.
- Complete all paperwork required for new tenants and arrange bonds.
- Arrange bi-monthly inspections.
- Ensure vacated properties are cleaned in preparation for new tenants.
- Ensure compliance with relevant laws and regulations.
- Ensure timely payments and rent collections, minimising rental arrears.
- Investigate and resolve tenant complaints and concerns, maintaining timely communications with residents and tenants.
- Monitor and complete maintenance and repairs in timely and cost-effective manner.
- Arranging incoming and outgoing inspections and prepare inspection reports.
- Negotiate and manage contracts with outside maintenance contractors

Key Selection Criteria

Essential

1. Knowledge and experience in relevant property legislation and regulations.
2. Knowledge and experience of property/tenancy contracts and agreements.
3. Attained one or more of the following: Certificate IV in Property Services (Real Estate), Qld Real Estate Certificate of Registration Program (desirable).
4. Good communication and negotiation skills.
5. Ability to work independently.
6. Excellent organisational skills and attention to detail.
7. Good working knowledge of local area.

Positions under direct supervision:

- Nil

Relates to:

- Staff and volunteers
- Tenants, community members and service users

Other Information

Criminal History Check

The successful applicant will be required to apply for a Personal/Criminal History Check. Upon employment, the organisation will reimburse this expense. We are legally obliged to warn you that it is an offence for a disqualified person to sign a blue card application form.

Hours of Work

A fulltime position at Kyabra is 38 hours per week. Staff members work flexible hours to meet the requirements of the position, including some evening and weekend work.

Equal Opportunity Employer

Kyabra is an inclusive workplace and an equal opportunity employer. Aboriginal and Torres Strait Island people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply. Where your circumstances make it difficult to meet the position responsibilities or selection criteria we invite you to contact us to discuss this.