

POSITION DESCRIPTION

Position	ASSET SUPPORT OFFICER
Location	Regional Centre, NSW Region, Croydon
Reports to	Business Manager
Direct Reports	None
Employment Type/Term	Permanent fulltime
Date	February 2025

ORGANISATIONAL CONTEXT:

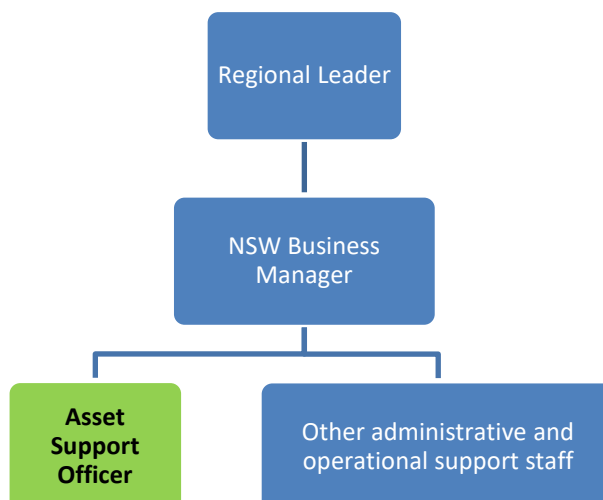
The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God’s mission by immersing themselves in the midst of life to empower others and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leader supported by her Leadership Team. The Congregation’s Leadership team is assisted in its administration by the Central Administration Services (CAS) Team located in North Sydney.

The local communities of the sisters living in New South Wales form the NSW Region which is the largest region in the Congregation. In March 2013, the sisters of the Goulburn Congregation of the Sisters of Saint Joseph celebrated fusion with the Sisters of Saint Joseph of the Sacred Heart and in 2014 the Perthville Congregation followed. The sisters live in all parts of NSW and are involved in a variety of ministries.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART



BASIC ROLE PURPOSE:

The Asset Support Officer is responsible for assisting with the management and support of property and fleet assets of the NSW Region of the Sisters of Saint Joseph.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Asset Support Officer is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the Congregational Administration Services team and regional offices.
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

The duties and responsibilities specific to the position include, but are not limited- to:

Property

- 2.1 Assist with property management, including sales and acquisition, ensuring all transactions are conducted smoothly and in accordance with legal and organizational guidelines.
- 2.2 Conduct regular inspections of properties to assess their condition, identify maintenance needs, ensure compliance with safety and regulatory standards.
- 2.3 Oversee the maintenance of properties, coordinating with contractors and service providers to address repairs and upkeep in a timely and efficient manner.
- 2.4 Manage the logistics of moving Sisters in and out of properties, ensuring their needs are met and the process is as seamless as possible.
- 2.5 Attend strata management meetings, address any issues that arise, and ensure the interests of the Sisters are represented and protected.
- 2.6 Manage rental properties and contracts for services such as cleaning, air conditioning, electricity, and gas.

Fleet management

- 2.7 Manage the car fleet, including regular scheduling of maintenance and handling any accidents or incidents.
- 2.8 Monitor the usage of Fleecard to track vehicle usage, Linkt, and NRMA and ensure that any issues are promptly addressed.
- 2.9 Handle penalty notices and Cabcharge accounts.
- 2.10 Provide support to the Business Manager as needed.

3.0 Values

- 3.1 Actively contribute to team meetings.
- 3.2 Contribute to effective communication within the Region, with CAS and the other regions.
- 3.3 Demonstrate loyalty to professional colleagues.
- 3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.5 Actively demonstrate behaviours consistent with the SPIRIT values (Supportive, Positive, Inclusive, Respect, Integrity and Trust).

4.0 Quality Administration

In consultation with Business Manager

- 4.1 Establish and maintain performance standards for relevant administrative functions.
- 4.2 Respond to feedback on improving processes and procedures.
- 4.3 Maintain administrative accuracy and due attention to detail.

5.0 Professional Development

- 5.1 Evaluate personal and professional performance and undertake personal and professional development activities.
- 5.2 Participate in the performance review/feedback process

6.0 Work Health Safety (WHS)

- 6.1 Maintain duty of care of own health and safety and all others in the workplace.
- 6.2 Comply with workplace WHS policies, procedures and protocols.
- 6.3 Report workplace hazards and risks to employer.
- 6.4 Undertake WHS training as required.

7.0 Other

- 7.1 Engage in other duties commensurate with skills and experience and within the scope of this role.
- 7.2 Follow legal requirements and Congregational policies and procedures.

8.0 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission
2. Role responsibilities	Evidence of successful completion of property and transport management tasks, including timely property transactions, regular inspections, effective maintenance, and accurate contract management, with positive feedback from Sisters and stakeholders

3. Stakeholder service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received
4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and regions.
5. Quality administration	Evidence of timely and accurate documentation and records
6. Professional development	Evidence of engagement in appropriate professional development and application to role

9.0 Qualifications, experience and competencies

Essential

- 9.1 Demonstrated knowledge and experience in property and fleet management and .
- 9.2 Excellent communication and customer service skills.
- 9.3 Proven ability to work independently and collaboratively within a team.
- 9.4 Have a current driving license.
- 9.5 Be able to follow processes and identify areas for improvement and efficiency.
- 9.6 Ability to effectively engage with stakeholders at all organizational levels.

Desirable

- 9.7 Experience working in a faith or mission-based environment is highly regarded.
- 9.8 Knowledge of property compliance regulations.
- 9.9 Certificate IV in Property Services or equivalent qualifications.

Incumbents in this position will be required to consent to a National Criminal History Check or hold a State based Child Compliance Check in line with our Compliance Check Policy and be vaccinated as per our Vaccinations Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

Aimee Porter

Manager

23/01/2025