



JOB DESCRIPTION FORM

PS24

SECTION 1 - OFFICE IDENTIFICATION

REGISTERED

SIGNED:

DATE:

EFFECTIVE DATE OF DOCUMENT

07/04/2008

TITLE AREA MANAGER		CLASSIFICATION LEVEL 5	POSITION NO. 00140569
PORTFOLIO	HOUSING SERVICES	SALARIES AGREEMENT/AWARD	
BRANCH	HOUSING SERVICE DELIVERY	PSGOGA	
SECTION	VARIOUS	ANZSCO: 5111	
SUBSECTION			

SECTION 2 – REPORTING RELATIONSHIPS

TITLE CLASSIFICATION	VARIES
Responsible To	
TITLE CLASSIFICATION	REGIONAL MANAGER
Responsible To	
THIS OFFICE	

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Other offices reporting directly to this office
Title and Classification
Varies

Officers under <u>direct</u> responsibility		
Title	Classification	Number of FTE's under Supervision and Control
Various		

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the job.

Manages and controls the activities of the Area Office

SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT

07/04/2008

TITLE		CLASSIFICATION	POSITION NO.	
AREA MANAGER		LEVEL 5	00140569	
	Details		Freq	%
1.0	AREA MANAGEMENT		D	50%
1.1	Manages and controls the functions of the Area Office to ensure that quality services are provided in accordance with Departmental policy.			
1.2	Contributes to the development and review of regional strategies, policies and programs at a local level and implements policies and procedures for the Area.			
1.3	Establishes and maintains contact with a network of service agencies, welfare bodies, local politicians etc within the Area Office sphere of operation.			
1.4	As part of the Regional Management Team, assist with the strategic management and control of the Regions business activities and formulates and reviews Area and individual work-plans.			
1.5	Manages and implements projects and programs at a local level and assists with more complex and strategic projects as required.			
2.0	CLIENT SERVICES			20%
2.1	Assesses the eligibility of applications, priority assistance and controls waiting list management.		D	
2.2	Determines or declines bond assistance applications.		D	
2.3	Manages controls and monitors the allocation of Department of Housing tenancies.		D	
2.4	Controls and co-ordinates maintenance of all Department of Housing properties and ensures satisfactory completion of maintenance.		D	
2.5	Provides a focal point of contact for clients at a local level to provide advice and assistance in regard to Department of Housing services as well as services available from other departments/organisations.		D	
2.6	Investigates and responds to Managerial, Parliamentary and Ministerial enquiries.		D	
3.0	HUMAN RESOURCES			5%
3.1	Manages and directs staff under control, ensuring staff are aware of all conditions of their employment.		R	
3.2	Provides guidance to staff under control identifies training needs and ensures adequately trained staff to give quality services to clients.			
3.3	Conducts regular comprehensive staff appraisals, monitors staff performance, and provides staff with feedback and recognition of work performance and access to counselling as required.		R	
4.0	FINANCIAL SERVICES			10%
4.1	Controls, monitors and reviews all revenue and expenditure activities in accordance with the FAAA Act and controls the reconciliation of daily banking.		R	
4.2	Controls, authorises and reviews revenue services, recovery action, subsidies and amenities provisions.		R	
4.3	Conducts self-audit programs and reports on key branch audit controls.		R	
4.4	Formulates submissions for capital works budgets and building programs.		R	
5.0	ASSETT MANAGEMENT			10%
5.1	Manages and controls the acquisition and disposal of properties and other assets at a local level, ensuring that rental assets are maintained in accordance with health and safety regulations.		R	
5.2	In conjunction with the Manager, develops, schedules and implements asset management strategies including assisting with Refurbishment programs.		R	
5.3	Controls and manages the assets of the Area Office including motor vehicles.			
6.0	OTHER			5%
6.1	Ensures that records services and registers are maintained.		O	
6.2	Performs other duties as directed.		O	
6.3	Promotes a high standard of Equal Opportunity and Diversity, personal conduct, and Occupational Safety and Health in the workplace.		D	

FREQUENCY: D - Daily; W - Weekly; F - Fortnightly; R - Regularly; O - Occasionally; A - Annually

**SECTION 5 - SELECTION
CRITERIA**

EFFECTIVE DATE OF
DOCUMENT

07/04/2008

TITLE

CLASSIFICATION

POSITION NO.

AREA MANAGER

LEVEL 5

00140569

EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

ESSENTIAL

Experience in the management of rental accommodation.

Demonstrated mid-level management experience, with the ability to lead, develop, and maintain a well-trained, innovative and motivated team to achieve mutually agreed objectives and goals.

High standard of relationship management skills including the ability to relate to staff at all levels and to liaise effectively with external agencies and the general public.

An ability to effectively communicate with Indigenous people and a knowledge and understanding of Multicultural client groups and issues.

Well-developed written skills, particularly in report writing.

Ability to prepare and monitor budgets effectively.

Analytical skills and the ability to solve problems.

Current "C" class driver's licence.

DESIRABLE

Understand public housing issues and the role of support agencies in the area of public housing.

Experience in Human Resource management, Occupational Health and Safety and Training Issues.

Knowledge of asset management principles and lifecycle.

**SECTION 6 - APPOINTMENT
FACTORS**EFFECTIVE DATE OF
DOCUMENT

07/04/2008

TITLE AREA MANAGER		CLASSIFICATION LEVEL 5	POSITION NO. 00140569
LOCATION AND ACCOMMODATION State Location. If accommodation is available give details such as department/GROH, free/rental, etc	LOCATION ACCOMMODATION	KATANNING GROH Accommodation may be available	
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable	District Allowance is payable in particular country locations. Annual Leave Travel Concessions are also available in particular country locations		
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	P.C.		

SECTION 7 - CERTIFICATION

(1) The details in this document are an accurate statement of the duties, responsibilities, and other requirements of the job.

PORTFOLIO HEAD

DIRECTOR GENERAL

07/04/2008

07/04/2008

NAME	SIGNATURE	DATE APPOINTED	DATE