



## Thank you

For your interest in the position of part-time Maintenance Officer with CHC. This selection pack will provide you with all the information you will need to complete your application by the **6 December** deadline.

## About CHC

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 rental subsidy of over \$38 million since inception, including \$3.4 million in the last financial year. CHC provides a home today to 1300 Canberrans in 466 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.”

## About the role

We are looking for an individual who can undertake various tasks required to ensure the Common Ground Dickson complex is maintained to a high standard, ensuring a safe and inviting environment for its tenants. To succeed you will provide maintenance services to the tenants of 40 units within the complex. Maintain open and effective communication with service providers & other resources on site and establish and maintain effective relationships with tenants to ensure the protection and usability of complex facilities.

## CHC Offering

As a part time Maintenance Officer (CHC 3), you will be covered by the CHC Enterprise Agreement 2021 – 2025 and entitled to a salary commencing at \$45,616.00 pa (\$76,0276.00 pa pro-rated), plus 11.5% Superannuation per annum.

CHC offers a people focused, 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
- Not-for Profit Salary Packaging available providing a reduction in tax payable.
- Health & Wellbeing Program.
- Access to continuing professional development.

 02 6248 7716

 Unit 224/29 Braybrooke Street, Bruce ACT 2617

 [chcaustralia.com.au](http://chcaustralia.com.au)



**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.

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

## How to 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](mailto: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](mailto:fiona@chcaustralia.com.au). Further information regarding the specifics of the role can be obtained by contacting **Alison Bradbury** on 02 6248 7716 or via email at [alison@chcaustralia.com.au](mailto:alison@chcaustralia.com.au).

Applications Close: 5 pm Friday, 6<sup>th</sup> December 2024

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## Application Cover Sheet

<b>Position Applied for: Maintenance Officer - Part Time (3 days per week)</b>	
<b>Classification: CHC 3</b>	<b>Salary: Salary: \$45,616.00 pa (\$76,0276.00 pa pro-rated), + Superannuation</b>

<b>Applicant Details:</b>		
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?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you an Australian citizen <b>or</b> have the status of permanent resident in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



<b>Referee 1:</b>  Name: Title: Relationship to Applicant:  Contact Details: Mobile: Work: Email: Length of Working Relationship:	<b>Referee 2:</b>  Name: Title: Relationship to Applicant:  Contact Details: Mobile: Work: Email: Length of Working Relationship:
Where did you hear about the role? (SEEK, Jora, word of mouth, CHC website)	



## POSITION DESCRIPTION

### Maintenance Officer – CHC 3

<b>Position Status</b>	<b>Part-Time, 22.8 hrs pw</b>	<b>Reports to Business Unit</b>	<b>Manager Assets Operations</b>
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#### Duties:

**As a Maintenance Officer, Common Ground you duties will include, but are not limited to:**

1. Provide maintenance services to the tenants of 40 units within the complex.
2. Maintain open and effective communication with service providers & other resources on site.
3. Establish and maintain effective relationships with tenants to ensure the protection and usability of complex facilities.
4. Coordinate engagement of outside contractors as required to complete specific tasks.
5. Undertake minor gardening and landscaping tasks to ensure the surrounds of the building remain aesthetically pleasing.
6. Ensure all works are completed to the highest standard
7. Maintain the works schedule and priority of works, ensuring any repair works are completed in a timely and efficient manner
8. Undertake other duties as directed.

#### Competencies:



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**Aptitude/Experience:**

- Experience in maintaining and repairing houses, apartments and gardens.
- Handyman/ maintenance experience.
- Proven ability to manage and complete jobs with limited supervision
- Understanding of the Work Health and Safety issues involved in maintenance work and manual handling in the building industry.
- The ability to liaise with and coordinate external maintenance and service providers to prioritise and manage a variety of completing projects/tasks.
- 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.

**Communication:**

- Demonstrated written and oral communication and the ability to communicate with external parties, tenants and at all levels within CHC.

**Organisational Skills:**

- Ability to monitor and prioritise allocated tasks.
- Demonstrated ability to produce quality work with 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.*



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