

POSITION DESCRIPTION

Property Manager

(HomeGround) – CHC 3

Thank you

For your interest in the position of Property Manager with HomeGround Canberra. This selection pack will provide you with all the information you will need to complete your application by the **12 September 2025**.

About HomeGround

HomeGround Real Estate Canberra is a social enterprise of CHC Australia, the largest not-for-profit community housing provider in the ACT. Currently managing over 440 properties we are able to provide high quality service to our landlords and tenants alike. We are unique, as we manage both full market and affordable rental properties. Our portfolio sizes are manageable and we take great pride in ensuring our team are supported with the right technology and training.

We are an REI ACT award winning agency, that excels in delivering customer service through our vibrant, yet experienced team.

About the role

HomeGround is offering an exciting opportunity for a suitably experienced Property Manager who loves their job, but wants to work for an agency that puts their staff first?

HomeGround Real Estate is Canberra's is looking for our next property management superstar to assist with our growing portfolio. You will work closely with the Business Development Manager to provide a full service to HomeGround landlords.

This is not your average property management role – we have a wide range of residential properties and strata complexes in our portfolio and we work as a close-knit team to deliver outstanding service to our clients.

Read more about us at: Homegroundrealestate.com.au

CHC Offering

As a Property Manager you will be covered by [the CHC Enterprise Agreement 2021 – 2025](#) and entitled to an initial salary of \$78,711 plus 12% Superannuation pa.

HomeGround 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

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Please note: *All positions within HomeGround 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 staff hold a current 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. If you have any questions regarding this role, please contact Patrick Sacco on 02 6248 7716 or via email at patrick@homegroundcanberra.com.au.

Applications Close: 5 pm Friday, 12 September 2025

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Application Cover Sheet

Position Applied for: Property Manager - HomeGround		
Classification: CHC 3	Salary: \$78,711.00 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?		<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you an Australian citizen <i>or</i> have the status of permanent resident in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No
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:

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Position Status	38 hours per week	Reports to Business Unit	Business Development Manager, HomeGround
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Duties:

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

1. 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.
2. Giving particular focus to vacancy management for high turnover affordable properties.
3. Supporting Business Development Manager in undertaking more complex Property Management tasks such as photography, ad writing and market reviews.
4. Supporting the Business Development Manager to broaden the reach of HomeGround Canberra, by increasing the number of tenancies under management.
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:

- Knowledge of, or the ability to gain the knowledge of the regulatory and compliance frameworks that HomeGround Canberra 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 year's experience in a relevant Real Estate role.
- Hold a Real Estate registration.
- Hold a current Driver's Licence. (Essential)

Working Relationships:

- Contribute to the development and maintenance of a strong and productive team culture.
- Ability to establish and maintain effective relationships with tenants, landlords and support providers.
- Provide outstanding customer service.

Communication:

- Well-developed written and oral communication skills
- The ability to communicate with tenants and stakeholders as well as at all levels within CHC.
- An understanding of and ability to work with culturally diverse customers.

Organisational Skills:

- Ability to monitor and prioritise own work.
- Demonstrated attention to detail and ability to meet deadlines.
- Contribute to ensuring team completes allocated tasks accurately and in a timely manner.
- Consistently meet expectations of and undertakings to stakeholders.

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Values & Behaviours:

- Consistently model behaviours and conduct that reflect CHC's Code of Conduct, Values and Behaviours across all aspects of role.