



Property & Work Health & Safety Manager

Position Description

Position Title	Property & WHS Manager
Responsible Council	Lismore Central Council
Reports To	Executive Officer Lismore Central Council
Location	Lismore Diocesan Central Council Office
Primary position objective	<p>To manage the property assets of the Lismore Central Council under the direction of the Executive Officer including building project management.</p> <p>To coordinate responsibilities appropriate to the implementation, training and administration procedures for the Society's WHS matters, across the Diocese.</p> <p>To ensure that the Society provides a safe and healthy working environment for volunteers, employees and clients through training, risk management and WH&S audits.</p>

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Departmental Overview

The Lismore Central Council has a centralised management structure and is committed to protecting the health and safety of all its members, volunteers & employees. Therefore it will employ a Property and WHS Manager to support the Executive Officer in meeting all legal requirements of the Society in regard to the safety of all Members, Volunteers & Staff across the Diocese. To achieve this, the Society has adopted a Work Health and Safety Management System (WHSMS) approach.

The position will also oversee the management of all building assets within the Lismore Central Council and therefore the position will manage its portfolio of properties, both freehold and leasehold. They include shops, houses and special purpose buildings.

Duties and Responsibilities

Participation in, but not restricted to staff meetings, planning activities, workgroups and all activities that enhance the team approach of the St Vincent de Paul Society.

The core responsibilities of the Property and WHS Manager include the following tasks, but are not limited to:

Property Management:

- Establish preventative maintenance systems for all properties under the control of the Lismore Central Council and organise reactive maintenance on a day-to-day basis, using the 'Vision' Property Management System.
- Ensure statutory compliance for all properties including the establishment of systems in areas such as fire protection, hazardous materials, asbestos, roof safety, disabled access etc.
- Produce high-quality property reports to the Executive Officer as required.
- Under the direction of the Executive Officer take on the role of project manager for approved renovations including development of plans & specifications, co-ordinate local council approval, liaise with contractors and communicate with all stakeholders.
- Manage the leasing of properties including negotiations and administration of the leases, working in close collaboration with Retail Operations Manager and Special Works Manager.
- Adhering to and ensuring compliance with all service and Society's policies and procedures.

Work Health & Safety

- Coordinating, planning and conducting WHS inspections across all work sites of the Lismore Central Council and submitting detailed reports to relevant persons in the Society.
- Provide relevant advice as to how to control any risks identified.
- Conduct WHS inspections for any new properties to be purchased or leased by the Society.
- Develop, maintain and review risk registers and WHS Action Plans for all Lismore Central Council workplaces.
- Provide coaching to workplace supervisors in all aspects of the WHSMS.
- Receive and analyse monthly hazard reports for all workplaces.
- Investigating all injuries to Society members, volunteers, staff or any other person injured on Society property, including liaising with the State Support Office and preparing reports for the Executive Director Corporate Services regarding claims.
- Arrange training sessions across the Diocese on all aspects of WHS legislation, including training of local facilitators to identify and rectify safety issues in the workplace.
- Liaise with all staff to identify their WHS needs.
- Provide reports every three months to the Lismore Central Council on the progress of any serious WH&S issues, the availability of training being organised and the condition of assets that need attention.

Essential Criteria

- Demonstrated experience and/or qualifications in property management including maintenance, compliance, and project management of building works
- Experience in the use of property management software and coordinating contractors and other consultants
- Qualifications and/or demonstrated significant experience and commitment to best practice WHS
- Demonstrated experience in implementing WH&S systems and processes in line with legislation and standards
- Certificate IV in training or preparedness to undertake same
- Capacity to communicate with internal and external stakeholders from a variety of backgrounds, across a range of areas related to the responsibilities of the position
- Strong attention to detail
- Organisational and time management skills, and the ability to work unsupervised, prioritise workflows and meet strict deadlines
- Current valid drivers licence
- Advanced skills in the MS Office suite eg. MS Word, Excel and Outlook

Desired Skills

- Prior experience and/or understanding of the not-for-profit sector
- Insurance Claims Management Experience

The St Vincent de Paul Society is an Equal Employment Opportunity Employer