

Statement of duties

Position title	Home Ownership Consultant
Position number	520531, 524682 & 527592
Business unit	Community Infrastructure, Asset Management and Planning
Award/Agreement	Health and Human Services (Tasmanian State Service)
Classification	General Stream Band 5
Position status*	Permanent
Position type*	Full-time
Location	South
Reports to	Manager Asset Management and Planning
Check type	Annulled
Check frequency	Pre-employment

** The above details in relation to position status and position type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

About Us

Homes Tasmania is established under the Homes Tasmania Act 2022 and commenced on 1 December 2022.

Homes Tasmania is building homes and creating opportunities for Tasmanians by delivering the ambitious 10-year, \$1.5 billion plan to provide 10 000 new social and affordable homes by 2032.

We work with government, industry, the private sector, and the social housing and homelessness sector to improve the housing market and provide more housing opportunities for people in need.

Through the work of Homes Tasmania, Tasmanians will benefit from a resilient and diverse housing market that allows them to continue to improve their housing situation and all the opportunities that better housing makes possible.

Our Purpose

The purpose of Homes Tasmania is to provide housing and housing assistance to eligible Tasmanians and to strategically manage and develop housing across Tasmania, giving consideration to the requirements of the complete housing continuum and to best meet the needs of all Tasmanians, both now and into the future.

Our Board

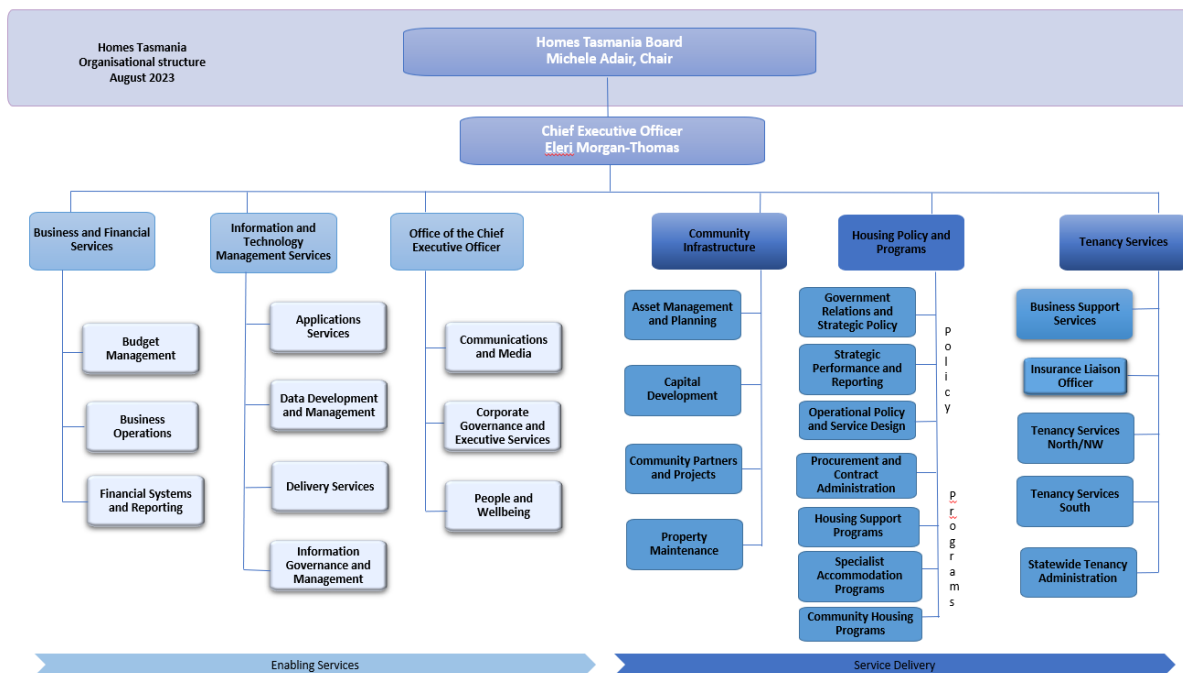
Homes Tasmania is governed by a skills-based Board, appointed by the Minister for Housing. The Board is established under the *Homes Tasmania Act 2022*.

The Board oversees how Homes Tasmania exercises its functions and powers, to ensure it meets the requirements of the *Homes Tasmania Act 2022* including the Ministerial Statement of Expectations.

Our Organisation

Community Infrastructure

The community infrastructure program delivers strategic and operational asset management functions including asset planning and procurement, maintenance, capital upgrading and construction for properties owned in full by Homes Tasmania or on behalf of other Tasmanian Government Agencies.



Primary Purpose

As a member of the Asset Management and Planning team, contribute to the growth and sustainability of the Community Infrastructure portfolio, in the context of increasing the supply of, and access to, social and affordable housing.

The core objectives of the role are to:

- Administer and implement current and future home ownership products under the administration of Homes Tasmania.
- Administer the sale and/or disposal of Homes Tasmania assets e.g. vacant land, end-of-life assets, surplus assets.

Primary Duties

1. Maintain effective relationships with stakeholders, service areas and service providers.
2. Manage relationships and facilitate projects with key stakeholders to achieve program objectives and targets.
3. Assist the development and administration of databases, management and reporting systems.
4. Develop and implement practices and procedures to ensure efficient and effective administration of home ownership products.
5. Communicate effectively with Crown Law in relation to the development and administration of home ownership products to ensure the interests of Community Infrastructure are represented.
6. Drive and monitor compliance with home ownership products across the lifecycle of the arrangement with each participant.
7. Plan and deliver the sales program that includes sales to tenants and the open market. Sales can include single assets through to large scale residential developments.
8. Procure the services required to support program delivery, including the preparation of agreements/contracts and associated administration.
9. Manage vacant land leases and properties leased from the Crown.
10. Actively participate in and contribute to Homes Tasmania's commitment to being a healthy, safe, inclusive and wellbeing focused organisation.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

Under the broad direction of the Manager Asset Management and Planning, the Home Ownership Consultant is to work with a significant degree of independence and autonomy. The Home Ownership Consultant is required to work with a high degree of initiative in identifying issues and exercising discretion and judgement in undertaking tasks. The occupant will:

- Liaise with private sector administrators of home ownership products and provide them with timely and definitive policy and procedural advice.
- Report on the performance of home ownership products and be proactive in identifying risks and enhancements.
- Identify and implement opportunities to attain the government's objectives.
- Assist Corporate Finance with management audits.
- Represent Homes Tasmania at industry information forums.
- Liaise with a range of key stakeholders, including:
 - Real estate agents
 - Mortgage Brokers or Financial Institutions
 - Conveyancing lawyers
 - Local Government Authorities
 - Utility providers
 - Office of the Valuer-General (OVG)
 - Office of the Crown Solicitor (OCS)
 - Member, peak and/or representative bodies, including Housing Industry Association (HIA), Master Builders Association (MBA), Real Estate Institute Tasmania (REIT)

The incumbent will ensure that all work undertaken is aligned with and upholds Homes Tasmania values including a commitment to participate in building an inclusive workplace and workforce for Homes Tasmania.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - 1 Conviction checks in the following areas:

- a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences (*if Driver's Licence is an essential requirement*).
- 2 Identification check.
 - 3 Disciplinary action in previous employment check.

Selection Criteria

1. Demonstrated and functional knowledge of a home ownership product administered by Homes Tasmania.
2. High-level understanding of the Tasmanian housing and real estate industry, with demonstrated knowledge of the life cycle of property conveyancing.
3. Well-developed ability to interpret and analyse financial and contractual materials, legislation, regulation and policy in the context of the role, with the demonstrated capacity to use learnings to make informed recommendations.
4. Well-developed organisational skills, with the proven ability to plan, prioritise and schedule tasks across multiple projects, whilst working in an environment of ambiguity and change.
5. Well-developed interpersonal, communication, negotiation and conflict resolution skills.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and

employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Chief Executive Officer. The relevant manager can provide details to the occupant of delegations applicable to this position. Homes Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities.

Records and Confidentiality: Officers and employees of Homes Tasmania are responsible and accountable for making and maintaining proper records, including using relevant information management systems. Confidentiality must be always maintained and information must not be accessed or destroyed without proper authority.

Smoke-free: Homes Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.