

Asset Manager



About the role

Reporting to the CEO, the Asset Manager will oversee the development and implementation of sound asset management systems and controls across the organisation.

It will coordinate both planned and responsive maintenance as well as the procurement of assets and taking on new projects related to the role.

This is a hands-on full time role with day to day oversight of all aspects of corporate governance and management ensuring that robust integrated frameworks are operating throughout the organisation enabling the achievement of objectives, plans, budget requirements. You will be responsible for overseeing the management of fleet, property and general infrastructure assets.

The role is based at the Binna Burra site near Bangalow. There are options to work from home during any pandemic restrictions. The successful applicant is expected to abide by all safety protocols and wear PPE. The role will involve some travel to other sites from Port Macquarie to Tweed.

About you

Selection criteria:

1. University level qualifications in Accounting or Business
2. Significant experience in budget and asset management
3. Knowledge of relevant legislation e.g. commercial and residential building codes and fire safety standards
4. Sound project management experience in the delivery of projects to agreed scope, time and budget with analytical skills to make operational decisions, evaluate data and make business projections
5. Experience in negotiating partnerships and appointing and managing contractors
6. Demonstrated experience in leading others, knowledge of compliance against service standards and reporting requirements against contractual obligations.
7. Knowledge of the National Regulatory System for Community Housing is desirable.

A current and valid manual Driver's Licence is required. A satisfactory current Criminal Record Check, Working with Children Check and First Aid Certificate is mandatory prior to commencement.

Find out more: For a position description, see <https://www.buttery.org.au/employment-opportunities> For any other queries, please contact recruitment@buttery.org.au

This role is remunerated with a package between \$95-110k inc. super depending on qualifications and experience with access to salary packaging to increase your take home pay.

How to apply: Please email your resume and cover letter addressing the **seven** selection criteria above to recruitment@buttery.org.au In your cover letter, please use each of the selection criteria above as a heading and write a brief paragraph under each one addressing it. Unfortunately, applications that do not address the selection criteria will not be considered.

Applications close: Wednesday 30th October 2020

About us: The Buttery is regarded as one of most successful providers of drug and alcohol recovery-oriented services within the Therapeutic Community in Australia. With us, you will

- Work within a friendly and professional team. Our Clinical team is comprised of leaders in the field of recovery and mental health and includes both Masters level clinicians and lived experience counsellors.
- Be provided with ongoing support, supervision and development opportunities
- Have access to employee benefits such as five weeks annual leave pro rata and up to \$15,899 pa in salary packaging

The Buttery recognises the benefits that diversity and inclusion bring, and encourages people from all backgrounds, abilities and identities to apply to our vacancies. Aboriginal and Torres Strait Islander people and CALD and LGBTIQA community members are encouraged to apply.