St Vincent de Paul Society
good works

VincentCare
Community Housing

VincentCare
Engage. Enable. Empower.

CONNECT WITH US: facebook.com/VinniesVictoria @VinniesVictoria @VinniesVictoria



EMPOWERING VICTORIANS

Making someone stronger, in control of their life and reclaiming their rights

VISION

The Society aspires to be recognised as a caring Catholic charity offering "a hand up" to people in need. We do this by respecting their dignity, sharing our hope, and encouraging them to take control of their own destiny.

MISSION

The St Vincent de Paul Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.
VincentCare Victoria's mandate:
VincentCare Victoria was established in 2003 to extend the Christian mission of the St Vincent de Paul Society by supporting people experiencing homelessness and providing care, hope and advocacy for the most disadvantaged Victorians. Its purpose is to create opportunities and lasting change for the most marginalised.

VALUES

COMMITMENT - Loyalty in service to our mission, vision and values
COMPASSION - Welcoming and serving all with understanding and without judgement
RESPECT - Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
INTEGRITY - Promoting, maintaining and adhering to our mission, vision and values
ADVOCACY - Working to transform the causes of poverty and challenging the causes of human injustice
COURAGE - Encouraging spiritual growth, welcoming innovation and giving hope for the future
EMPATHY - Establishing relationships based on respect, trust, friendship and perception



OUTCOMES FOCUSED



VALUES DRIVEN



OPERATIONALLY EXCELLENT



COMMERCIALLY SMART

ST VINCENT DE PAUL SOCIETY VICTORIA

Position Description

Job Title	Property & Compliance Manager
Reports to	Senior Asset Manager
Department	Housing & Property Strategy
Direct/Indirect Reports	One (1) – Property Administrator
Date Revised	June 2026

Position Summary
The Property & Compliance Manager is responsible for ensuring the effective day-to-day management, maintenance, and statutory compliance of the Society's property portfolio. Reporting to the Senior Asset Manager, this role provides operational leadership in maintenance planning, contractor management, and compliance, and plays a critical role in ensuring all owned and leased assets are safe, functional, and well-maintained. The role directly supervises the Property Administrator, who acts as the first point of contact for maintenance requests and coordinates the logging and tracking of reactive and preventative work orders across the organisation. Together, they ensure a responsive and coordinated approach to maintenance and asset compliance. The Property & Compliance Manager contributes to the delivery of minor capital works (where required), supports contractor engagement, and ensures compliance with all statutory obligations, including Essential Safety Measures (ESMs), asbestos registers, and building condition assessments across a diverse property portfolio.

Position Key Responsibilities	
Contribute to the organisational culture	• Demonstrate understanding and empathy with the mission and ethos of the Society to ensure the values are incorporated into all aspects of the performance of the role • Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace • Positively contribute to and influence organisational culture • Actively participate in activities that develop your personal and professional skills, knowledge and experience









Position Key Responsibilities	
	• Regularly attend and actively participate in all team / divisional and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change
Safety	• Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions • Identify and report hazards within 24 hours of them occurring on the incident reporting system • Manage day to day risks in line with policy and procedures
Asset, Property Maintenance and Compliance	• Manage and coordinate all reactive and preventative maintenance activities across the Society's property portfolio using the centralised property maintenance system. • Oversee the work of the Property Administrator, ensuring maintenance requests are triaged, prioritised, and assigned promptly. • Ensure ongoing compliance with relevant regulations, including ESMs, building codes, and WHS legislation. • Conduct routine inspections and audits, addressing identified risks or non-compliance issues. • Engage and monitor external contractors to deliver services in accordance with scope, KPIs, safety standards and value-for-money principles.
Team Leadership and Supervision	• Provide direction, support and coaching to the Property Administrator. • Ensure the Administrator maintains accurate and timely records of all maintenance requests and supports end-user communication across the organisation. • Monitor workload distribution and escalate any systemic or recurring issues to the Senior Asset Manager.
Project Management and Capital Works	• Contribute to scoping, budgeting, and overseeing works led by contractors or project consultants. • Assist with the delivery of minor capital and compliance works across operational sites as directed by the Capital Works Manager. • Ensure completed works are appropriately documented and integrated into the property maintenance system.
Contract and Financial Administration	• Contribute to scoping, budgeting, and overseeing works led by contractors or project consultants. • Ensure completed works are appropriately documented and integrated into the property maintenance system.
Stakeholder Engagement and Operational Support	• Provide timely and professional service to internal stakeholders, ensuring maintenance and compliance needs are addressed proactively. • Liaise with Regional Council & Conference Presidents, retail managers, and support services teams to resolve maintenance-related issues. • Foster strong working relationships with contractors and consultants to support efficient operations.
Risk, Safety and Reporting	• Identify hazards and report risks in accordance with the organisation's safety and incident management processes.









Position Key Responsibilities	
	• Monitor building-related compliance obligations, including fire safety, asbestos, and emergency planning documentation. • Prepare reports for the Senior Asset Manager as required, including work order trends, contractor performance, and compliance status.

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.

Key Selection Criteria

Qualifications

- Tertiary qualification in facilities management, asset management, building services, engineering, or related discipline or minimum of five years direct industry knowledge
- Additional qualifications in project management, WHS, or compliance (desirable)
- Current Victorian Driver's Licence (essential)

Skills

- Demonstrated experience in facilities or asset management across diverse property portfolios
- Strong understanding of building maintenance systems and statutory compliance requirements
- Experience managing teams, contractors and external service providers
- Ability to assess building condition and coordinate lifecycle planning
- Knowledge of ESM requirements and property compliance frameworks
- Strong communication, problem-solving and stakeholder engagement skills
- Experience in contract administration and operational budgeting

Attributes

- Organised and proactive, with a strong attention to detail
- Strong customer focus with the ability to work collaboratively across teams
- Commitment to the mission and values of the Society
- Flexibility to travel to regional sites as required

Wellbeing, Health and Safety

Child Safety Statement

St Vincent de Paul Society is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect of child safety

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy

Diversity and Inclusion

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion.

