

Role Description



Government
of South Australia

SA Housing Trust

Role title	Property Officer		
Directorate	Planning and Asset Management		
Business unit	Asset Services		
Reports to	Senior Officer – Property Management and Administration	Classification	ASO4

Role Summary

The Property Officer is accountable to the Senior Officer - Property Management and Administration for the timely and accurate maintenance and updating of asset systems, data and information for SA Housing Trust (the Trust) asset portfolio.

The role contributes to the annual review of the revaluation of the Trust's assets and is responsible for reconciling the Trust's valuation and market rent data files with the Valuer-General's data files.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value **diversity and inclusion** and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Our Division

The Property Services division is responsible for overseeing the planned management of the SA Housing Trust's \$15bn housing portfolio. Our focus is two-fold; to renew and grow our public housing assets in a way that best supports social housing outcomes for South Australians and to improve access to affordable housing opportunities, through both rental and home ownership, for low to moderate income households. With a strong focus on optimising housing for our tenants, prioritising asset planning, development, divestment, retention decisions and delivering Affordable Housing, we deliver on outcomes by working in partnership with the Property Development sector, Federal, State and Local government and the building industry.

Primary outcomes and responsibilities

Contribute to the development, integration, maintenance and enhancement of Property Services asset ICT information systems, and supporting ICT infrastructures, policies and procedures.

Provide detailed and expert analysis and advice to support the strategic direction of assets for Property Services directorate within the Trust.

Analyse and action the asset rejects report to determine liability and liaise with the Valuer-General's Office, SA Water, and various Councils in relation to the assessment of rates and charges levied against SA Housing Trust properties.

Analyse, research, update and maintain all relevant details in the asset system, including Land Title details and other property related information.

Accurately interpret construction and development plans and documentation and provide written instructions to the Valuer-General for determining property market rents and rating assessments.

Ensure that all portfolio asset data which reflects the asset profiles is accurate, enabling the Trust's staff to effectively perform their duties and to minimise risk or liability to the Trust.

Record land purchases and land sales in the Asset Information System including entering market valuations obtained for land that is designated and available for sale.

Create all property unique identifiers for purchased houses, and land, as required.

Ensure the CONNECT system and associated asset management and reporting systems are updated accurately to reflect properties sold, purchased, transacted or transformed by the Trust.

Provide and follow up with the Valuer-General information in relation to market rent and valuation queries, ensuring amendments are received and processed, and that all relevant stakeholders are notified of the outcome in a timely manner.

Reconcile the Trust's valuation and market rent data files with the Valuer-General's data files as part of the annual revaluation process, within a strict timeframe.

Contribute to the annual review of the revaluation of the Trust's assets, including meeting with auditors from the Auditor-General's Department and responding to all enquiries concisely, correctly and within strict timeframes.

Contribute to the development of quality property management and financial reports.

Establish and maintain effective partnerships with internal and external stakeholders to develop a collaborative approach to asset information systems.

Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

Working relationships

Senior Officer - Property Management and Administration (direct manager)

Contract Manager - Conveyancing

Senior Manager, Asset Services

Directors and Senior Managers across SA Housing Trust

Staff within Asset Services

SA Water and various Council staff, Office of the Valuer-General

SA Housing Trust staff and members of the general public

Selection criteria (knowledge, skills, aptitude and experience)

Demonstrated knowledge of Real Estate Property Act, building and survey plans, relevant policies, procedures and guidelines.

Proven ability to interpret legal documentation, rationalise, make decisions and negotiate with the relevant authority in relation to rating matters.

Ability to check accuracy of information, follow procedure and processes to avoid errors and take corrective action to minimise mistakes and notify others when appropriate.

Ability to develop effective working relationships, and provide advice and communicate effectively with management, staff at all levels and with a diverse group of individuals.

Ability to work under limited direction, handle high volumes of work accurately, to use initiative, organise priorities, and meet deadlines.

Ability to analyse problems and formulate solutions based on the practical interpretation of policies, procedures and relevant legislation.

Knowledge of Valuer-General's valuations and property rating process.

Knowledge of the policies and processes to determine Council Rates levied on properties SA Water rates levied on properties and determining market rents.

Qualifications	Essential or desirable
Real Estate or Property Asset related qualification	Desirable

South Australian Public Sector Values

<p>Service </p> <p>We proudly serve the community and Government of South Australia</p>	<p>Professionalism </p> <p>We strive for excellence</p>	<p>Trust </p> <p>We have confidence in the ability of others</p>	<p>Respect </p> <p>We value every individual</p>
<p>Sustainability </p> <p>We work to get the best results for the current and future generation of South Australians</p>	<p>Collaboration & Engagement </p> <p>We create solutions together</p>	<p>Honest & Integrity </p> <p>We act truthfully, consistently and fairly</p>	<p>Courage & Tenacity </p> <p>We never give up</p>

Approved date	N Tuffnell, 27 February 2026
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