



## **AO4 Project Officer – Employee Housing**

### **Part Time – 25 hours/week + Accrued Time arrangements**

#### **About the opportunity**

Western Cape College currently manages 110 units of staff accommodation in both Weipa and Mapoon, and subsequently requires the support of a project officer to coordinate and oversee the administration of our employee housing. If you have strong administration and interpersonal skills, service oriented and a good team player then you are just the right fit for us.

This is a school-based part time position, working hours and days can be negotiated with the successful applicant however before and after school work may be required on occasion. The applicant will be required to work predominantly during the school term, however, will also be required to work during some of the school holiday period, predominantly the end of, and commencement of each school year as staff vacate and arrive.

#### **About the Role**

Reporting to the Manager College Services, the Project Officer will oversee the administration, development, implementation and monitoring of employee housing, including the coordination of the various associated activities. The work of this role includes, but is not limited to the following:-

#### **Tenancies**

- Retain copies of all tenancy documentation, including communications between tenant and LAC in accordance with the records retention and disposal schedule.
- Process and manage all tenancy documents, including the scheduling of entry and exit condition reports.
- Coordinate and support annual periodic inspections for all properties
- Provide arrangements in multi-tenancies for the connection/disconnection of utilities.
- Maintain tenancy database.
- Facilitate the tender process for the outsourcing of entry and exit condition reports

#### **Maintenance**

- Monitor and oversee maintenance work orders, capital works, and contractors, including the issue of entry notices as required.
- Coordinate all condition assessment inspections, including the follow up of identified maintenance.

#### **Assets & Properties**

- Monitor and manage whitegoods including replacements as required.
- Maintain asset database of all equipment provided, including whitegoods, and mowers, whipper snippers etc.
- Ensure vacant properties are maintained to an acceptable standard.
- Coordinate the security of keys, including the distribution to tenants and contractors.

#### **Administration**

- Maintain records on all allocation, reallocation and other decisions, and minutes of Local Accommodation Committee meetings.
- Financial management, including acquittal of housing funds, and reimbursements to tenants.
- General ad-hoc administration duties as required.
- Provide fortnightly communications to tenants providing updates on their obligations

#### **We require you to have:**

The position requires a candidate who can effectively communicate, collaborate, maintain and partner with key stakeholders, clients and external contractors to develop solution focussed working relationships aligned to College requirements.

In addition, the successful applicant will:-

- Possess a current driver's licence
- Demonstrate a positive and professional work ethic

#### **In addition to the opportunity for a flexible work arrangement, this position also provides the following: -**

- Access to accrued time to cover some school holiday periods in addition to 5 weeks annual recreation leave entitlement.
- Fortnightly locality allowance payable each fortnight.

- Remote travel benefit payable (after 12 months) for employee & dependents, includes one return air flight to Cairns for employee and dependents, and one return air flight to Brisbane for employee and dependents each year.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. To apply for a blue card please go to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

The successful applicant must also pass a Criminal History Check. A non-smoking policy is effective in Queensland Government buildings and office.

### **Interested?**

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a ***maximum*** two page written response outlining your suitability for the role referring to the above suitability assessment criteria.

If you would like further information on the position, please contact Michele Elms on 4090 6444, or email [melms2@eq.edu.au](mailto:melms2@eq.edu.au).

**Applications close 3pm, Wednesday 28 January 2026 and should be submitted by email only to:**  
[housing@westerncapecollege.eq.edu.au](mailto:housing@westerncapecollege.eq.edu.au)