

Position Description

This position	Head of Asset Management
Your directorate	Property and Housing
You'll report to	Director Property and Housing
Reviewed	29 July 2026

Uniting's purpose & values

When you're part of Uniting NSW.ACT, you're part of a diverse, purpose-led team of people who are really making a difference to the world around them.

We contribute to the work and mission of the Uniting Church in NSW and the ACT through social justice advocacy, community services and spiritual care. We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

Uniting leaders and employees work together to create a culture that is safe, inclusive, and person-centred. We bring this to life every day through our values: compassionate, respectful, imaginative, and bold.

Uniting acknowledges the continuing sovereignty and rich cultural diversity of Australia's First Peoples. We pay our respects to all Elders – past, present, and emerging – and to all First Peoples on whose lands we live and work.

Uniting is a Child Safe Organisation committed to promoting the safety, wellbeing and inclusion of children and young people.

About this role

The Head of Asset Management is a senior leadership role responsible for developing and implementing Uniting's asset management strategy across its property portfolio. The role provides strategic oversight of asset performance, lifecycle planning, capital replacement, asset data and intelligence, compliance, sustainability, and long-term portfolio optimisation.

As the organisation transitions to a fully comprehensive outsourced maintenance contract model, this role will lead the evolution of the Asset Management function from a predominantly operational and maintenance-focused approach to a strategic, evidence-based asset management model. The Head of Asset Management will ensure that asset investment decisions are informed by robust data, resident and staff outcomes, risk management, whole-of-life asset performance, and organisational objectives.

Working collaboratively across the organisation and with external service partners, the role will establish a high-performing strategic asset management function that drives improved asset outcomes, value for money, portfolio performance, and service delivery for residents and stakeholders.

Your key accountabilities

You will be an integral member of the Property and Housing Directorate leadership team through the following:

- Developing a stronger and more unified Uniting.
- Defining the priorities and appropriate outcomes for the Asset Management team and your specific areas of accountability.
- Working with your colleagues to translate Business Stream strategies into relevant plans and tactics, thereby ensuring that co-ordination across the function is achieved and performance maximized.
- Communicating Uniting strategies to our employees in engaging ways, translating these into meaningful work and a genuine understanding of a One Uniting way of operating.
- Providing leadership, working productively and positively as a role model across Uniting Work with other Uniting functions and teams to ensure coordination across the organisation, avoiding duplication, standardising on efficient processes and delivering continuous improvement.
- Drive specific projects within the Business Plans.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Head of Asset Management, your role will include the following:

Strategic Asset Management

- Lead the development, implementation, and continuous improvement of Uniting's asset management framework, strategy, policies, and plans.
- Establish and maintain long-term asset investment strategies aligned to organisational objectives, customer needs, regulatory requirements, and portfolio performance targets.
- Drive a mature, evidence-based approach to asset management, incorporating lifecycle planning, asset condition assessment, risk profiling, and performance monitoring.
- Ensure asset management practices align with recognised industry standards and best practice principles.

Portfolio Planning and Performance

- Develop and oversee asset lifecycle, renewal, upgrade, and replacement programs across the portfolio.
- Lead portfolio-wide asset performance analysis to optimise service delivery outcomes, asset utilisation, sustainability, and value for money.
- Establish asset performance indicators, reporting frameworks, and management dashboards to support executive decision-making.
- Identify emerging trends, opportunities, and risks affecting asset performance and long-term investment requirements.

Maintenance Contract Management and Assurance

- Provide strategic oversight of the comprehensive maintenance contract and ensure contractor performance aligns with organisational expectations and contractual outcomes.
- Develop governance, assurance, and performance management frameworks to monitor service quality, compliance, customer outcomes, and value for money.
- Transition internal resources from operational maintenance activities toward strategic asset planning, asset intelligence, investment prioritisation, and portfolio optimisation.
- Foster productive and accountable relationships with maintenance and service delivery partners.

Capital Planning and Investment

- Lead the development of capital replacement programs and long-term financial forecasts.
- Collaborate with the Capital Works Team to determine asset replacement priorities, business cases, and capital allocation.
- Monitor delivery outcomes and evaluate the effectiveness of asset investment programs.

Asset Information and Data Management

- Drive improvements in asset information systems, data quality, reporting, and analytics capabilities.
- Establish asset intelligence frameworks that support predictive planning, risk management, and investment decision-making.
- Promote data-driven decision-making through effective asset performance and condition reporting.

Leadership and Stakeholder Engagement

- Lead, mentor, and develop a high-performing asset management team focused on strategic outcomes and continuous improvement.
- Build strong relationships with key ULT members and senior leaders, operational teams, contractors, and other key stakeholders.
- Provide expert asset management advice to the Executive Leadership Team and Board as required.
- Champion a culture of innovation, accountability, customer focus, and strategic thinking.

Governance, Risk and Compliance

- Ensure compliance with all relevant legislative, regulatory, safety, and organisational requirements.
- Lead asset risk management practices and ensure asset-related risks are identified, assessed, monitored, and mitigated.
- Maintain effective governance processes that support transparent and accountable asset decision-making.

Your key capabilities

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.

- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable time frames and works to complete projects, tasks, and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** - Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

Your qualifications, experience & skills

Qualifications:

- Tertiary qualification in Asset Management, Engineering, Property, Construction, Building, or a related discipline.

Experience:

- Extensive senior leadership experience in asset management with a large portfolio of built assets
- Demonstrated experience developing and implementing strategic asset management frameworks and long-term investment plans.
- Proven experience leading organisational change, including outsourced and contractor-led operating models.
- Strong experience in portfolio planning, lifecycle management, capital investment planning, and asset performance optimisation.
- Experience in managing complex stakeholder environments and providing strategic advice to executive and board-level audiences.
- Demonstrated experience overseeing large-scale maintenance service contracts and performance assurance frameworks.
- Demonstrated capacity to lead multiple teams and to build the capability of others in your peer group.

Skills:

- Strategic asset management and lifecycle planning.
- Capital planning, investment prioritisation, and business case development.
- Asset performance analytics and data-driven decision-making.
- Contract management, governance, and performance assurance.

- Financial analysis and portfolio optimisation.
- Risk management and compliance.
- Leadership, coaching, and change management.
- Stakeholder engagement, negotiation, and influencing.
- Asset information systems and reporting.
- Continuous improvement and organisational capability development.

Employee Name:		Managers Name:	Simon Furness Director Property and Housing
Date:		Date:	
Signature:		Signature:	