

POSITION DESCRIPTION

Position Title:	Administration Officer – Development
Employer:	Brisbane Housing Company Ltd.
Responsible to:	Head of Development
Direct reports:	Nil

Purpose of position

The Administration Officer – Development is a key administration role within the Development team. The role provides administrative support across the Development team within defined boundaries as established with the Head of Development, to support the efficient operation of the Development team.

Company Context

Brisbane Housing Company (BHC) is an independent, not-for-profit developer, owner and manager of affordable and community housing. Since incorporation in 2002, BHC has a well-earned reputation as a solid and reliable organisation, built through effective working relationships and a personalised approach to customer service.

BHC's Vision is, "Creating homes, empowering lives, enabling transformation" and Mission, "to deliver our Vision by building and maintaining quality affordable homes for people in need and engaging with and supporting people to sustain their tenancies". BHC's core values are:

- Making a difference
- Working with integrity
- Supporting each other
- Working safely
- Our differences
- Being accountable and delivering quality
- Celebrating achievements

Key Result Areas

- High level of attention to detail and timely general administrative support.
- Proactively contributing to the activities of the Development team.
- Working collaboratively with BHC internal stakeholders.
- Strong communication skills are essential.
- Processing a high level of purchase orders and monthly invoice payment coordination.
- Meetings and Committee administration including coordinating and collating documents, including minute taking.

- Demonstrating professionalism at all times, including personal presentation and behaviour.
- Contributing to maintaining a safe work environment (WH&S).

Main Responsibilities

Main responsibilities are focused on assisting the Head of Development and broader Development team through providing administrative support, particularly in managing a significant volume of purchase orders and invoicing, within defined boundaries as agreed with the Head of Development and as detailed within this position description.

This may include:

- Preparation of monthly Property Committee papers including using BoardPro.
- Attending, taking and preparing accurate minutes of Property Committee meetings.
- General administration (e.g., filing, archiving, organising meetings).
- Administrative support for Development team events or those with cross-team planning (e.g. building open days where required).
- Research, small project management, and coordination of tasks and business plan projects within the Development team (as required).
- Coordinating meetings, training, events or travel pertaining to the Development team.
- Compiling relevant documents for reporting and auditing (e.g. credit card expenses including invoices and receipts for the Head of Development and Construction Manager's corporate credit cards).
- Monitoring and managing Admin Development inbox for processing – Noting that around 40-100 invoices per week are processed through the Development Team. The number of invoices raised may vary depending on the project stage.
- Manage Connections inbox and process invoices for payment including raising Purchase Orders, attaching invoices and facilitating approvals in accordance with financial delegations.
- Ensure invoices are processed in a timely manner.
- Recording payments and providing information to Development team as required.
- Tracking and reconciliation of Sites Under Investigation (SUI) fees (new acquisitions)
- Monitor, maintain and create registers for tracking purposes.
- Assist with induction and training of new Development Team members.
- Occasional assistance to other BHC teams (e.g. reception break coverage if team members absent or whole team attending training).

Additional reasonable responsibilities that support the function of the Development team may also form part of the role.

Other – General

- Undertake further tasks and responsibilities as may reasonably be required from time to time and as communicated.
- Operate in line with BHC's Code of Conduct, Values, Policies and procedures including as amended from time to time.
- Behave in a manner that contributes to a workplace that is free of discrimination, bullying and harassment at all times.
- Represent BHC in a professional and capable manner at company events and external functions/training days attended.

- Follow all reasonable direction given by the Company in relation to Workplace Health & Safety, and through actions contribute to/lead a culture of safe work.
- Participate in training as may be required.
- Comply with local, state and federal laws.

<i>Position occupant</i>	<i>I have reviewed and confirm my understanding of this Position Description and the duties involved.</i>	<i>Signature</i>
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<i>Name of Supervisor</i>	<i>This position description has been discussed with the occupant</i>	<i>Signature</i>
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BHC Position Description

Job Title: Administration Officer – Development
 Approved by: Head of Development

Last updated: November 2025