

## Position Description

<b>Position Title</b>	<i>Project Manager</i>
<b>Department:</b>	Commercial - Property Development and Asset Management
<b>Reports to:</b>	Development Manager (State)

## Purpose of the Position

The Project Manager reports to the Development Manager and is responsible for three main functions.

- Project delivery of a range of housing projects of varying size and complexity to agreed scope, time and budget.
- Project Management process improvement and quality compliance Stakeholder engagement and relationship management across their project portfolio

## Cultural Alignment

Personal alignment with Housing Choices Australia's values is an important part of working with us.

- **We put people first**
- **We work together**
- **We trust and are trusted**
- **We learn and adapt**
- **We strive to be better**

## Specific Responsibilities

- Actively contribute to creating a high performing and collaborative team
- Develop solutions and deliver outcomes that reflect HCA's values, priorities, policies.
- Contribute to the development and implementation of best practice for the Commercial team in accordance with HCA principles, budget and policies.
- Develop effective internal relationships and collaborations to progress HCA's strategic agenda and outcomes for residents.

## Property Development

- Assist in the innovation of new design solutions for new developments.
- Contribute to the delivery of efficient and effective projects and oversee development and project works.
- Contribute to coordinating inputs for operational financial modelling and feasibilities for development projects.

## Project Management

- Managing the delivery of allocated project according to plan from beginning to handover phase
- Manage the systematic assessment, development, monitoring and review of projects, consultant inputs, with significant focus on planning and delivery of built form and community outcomes.

- Administer construction contracts with successful contractors following tender evaluation and manage delivery across the design and build phases.
- Work in close consultation with key stakeholders to ensure project completion is achieved in a cost effective and timely manner.
- Prepare briefs for various technical consultancies which may include, architectural, engineering, quantity and land surveying.
- Preparation of high-quality reports and other design briefs and correspondence, in relation to milestones, budget, issues and solutions and development opportunities for presentation to the Executive team, Board, State Government.
- Proactively review project key performance indicators and budget reports and address variances and/or develop improvement strategies as appropriate
- Provide support to Development Manager in providing written material for project documentation.

### **Process Improvement & Quality Compliance**

- Implement continuous improvement in project management processes.
- Contribute to the identification, development and resolution of policy, procedural and financial issues in relation to new and existing projects.
- Model and promote HCA vision, mission and business objectives to staff, residents, external partners and stakeholders, including and community, government and business sectors to achieve the project objectives and strategically position HCA.
- Drive the implementation of quality control measures to ensure that the quality of project plans and proposals are of the highest standard, in accordance with HCA values, budget, policies and best practice.
- Where applicable contribute to the implementation of organisation-wide projects, programs and business improvement/quality initiatives.
- Where appropriate, update and implement nationally harmonised policies and procedures that comply with State & Territory legislative and regulatory requirements.

### **Stakeholder Engagement and Relationships**

- Ensure a thorough understanding of the needs and expectations of all stakeholder groups and prioritise key actions for relationship management and that they are kept informed as to the progress of works.
- Minimise risks and safeguard the interests of HCA and its stakeholders and develop a culture of open and honest communication.
- Support positive working relationships with the Property Development and Assets Management team, Operations team and cross-functional teams by participating in opportunities, networking and consulting on key strategies.
- Establish and update systems and processes that facilitate effective partnerships.
- Ensure that the appropriate skills and expertise are in place to provide the necessary level of professional services support including recruiting suitable staff, developing the skills of team members, coaching staff to grow knowledge and drive service improvement and performance managing staff who do not meet HCA's expectations.

### **Work Health and Safety**

- Ensure all construction works are carried out in line with relevant WH&S legislative standards.
- Ensure all incidents are reported to the WHS representative immediately, are recorded and dealt with in accordance with the relevant policy and procedure and as per the OH & S Act.
- Maintain relevant knowledge of WHS issues and ensure that all contractors adhere to contractor management procedures & safe systems of work.

## You are part of something bigger.

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values every day.
- Work collaboratively to identify opportunities to deliver improved resident outcomes.
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations.
- Establish and maintain excellent working relationships across our organisation.
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance.
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety.
- Contribute to the development and review of policies and procedures relevant to the role.
- Comply with reasonable reporting and accountability requirements of the organisation.

## Key Relationships

This role will work with the HCA Property Development and Asset Management Team and will work closely with the Project Manager SHG in particular.

- **Internal** - Operations Staff, Members of the Commercial, Assets, Finance and Legal Teams, Housing Services and state-based teams, Legal and Finance/Treasury teams.
- **External** - Contractors, Builders and Developers, Consultants, NDIS, community representatives, peak industry and Government bodies including associated networks.

## Selection Attributes

### Knowledge and Qualifications

- Degree in Engineering/Architecture/Construction Management/Town Planning/ Property
- PRINCE2 or Project management certification and/or sound knowledge of project management techniques

### Experience

- Technical knowledge of Development, Building and Construction processes and projects.
- Experience in preparing project reports and tender documents and presenting to key stakeholders.
- Experience and a thorough understanding of the project development and management lifecycle
- Sound working knowledge of project management techniques and experience in the delivery of residential projects to agreed scope, time and budget.
- Experience in a leadership position with multi-disciplinary staff and project management responsibility
- Experience in developing high quality bid proposals.
- Competency in utilising system-driven tools to manage projects.
- Experience negotiating with stakeholders to achieve desired outcomes.
- Previous professional experience working for a not-for-profit environment or relevant private industry – Desirable.
- Experience managing stakeholder relationships, budgets, and contractor relationships.
- Land development and design input experience

### Skills

- Strong interpersonal skills including the ability to handle difficult situations.
- Highly developed written and oral communication skills
- High level conceptual and analytical skills and ability to quickly resolve problems.
- Exceptional organizational skills including and Ability to manage conflicting priorities.
- An ability to adapt to changing requirements/environment.
- Ability to work autonomously as well as effectively within a team.

### Other Requirements

- Willingness to undertake screening and employment checks.
- Agreed to comply with Child Safe Environments policies and procedures.
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background.
- Current driver's license and willingness to travel across HCA sites and interstate as required.

I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

**Job Holder** \_\_\_\_\_

**Date** \_\_\_\_\_