

Position Description

Position Title	<i>Development Manager</i>
Department:	<i>Commercial</i>
Reports to:	General Manager - Property Development

Purpose of the Position

To provide specialist expertise and management within the Property Development function and more broadly across Commercial and Housing Choices Australia as appropriate.

The Development Manager is responsible for delivering growth ambitions through securing and delivering new property development opportunities aligned with HCA mission and strategic plan as well as the successful delivery of HCA community housing projects of varying sizes and complexities.

They will be accountable for delivery of a portfolio of projects including leading and managing a small team. They will support the General Manager, Property Development to establish, embed and maintain high quality, standardised Property Development across all HCA works.

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

Management of a Team

- Manage, motivate and develop a high performing and collaborative team focused on development and delivery of high quality, on time, within budget property development projects.
- Manage resources in accordance with our values and behaviours, budget, policies and best practice.
- Lead resources and property team members to foster their ability to deliver high performance with a focus on key deliverables and stakeholder management in order to achieve HCA's strategic goals and objectives.

Technical Property Development

- Oversee the tender, design, construction and delivery of HCA-led property development projects or turnkey purchases from developers.
- Ensure development milestones and projects are delivered to a high quality, within scope, compliant with all regulatory standards (Building Codes, NDIS SDA standards, ISO standards, etc.), on time and within budget.
- Manage aspects of the development including financial/feasibility models, project costs and quality, risk management, procurement contracts and project timetable
- Lead and facilitate compliance with established quality standards, policy and processes including in relation to workplace health and safety.

- Provide expert strategic and operational property development and management advice with currency of applicable relevant legislative and compliance requirements.
- Develop and mentor team members in all aspects of technical property development.

Project Management

Develop and mentor Assistant Development Managers and Project Managers to ensure high quality, effective and consistent project management discipline and practice is adopted including:

- Active development of opportunities from concept and tender submission through delivery and completion/handover to Housing Services.
- Scheduling and delegating tasks required for the successful completion of property development projects
- Monitor the ongoing performance of the Assistant Development Managers and Project Managers and their compliance with the development vision
- Regular engagement of and reporting to key stakeholders, both internal and external, on the progress of property development procurement, activities and performance against project timelines and milestones. Ensure project delivery and procurement methods are compliant with industry best practice and probity guidelines
- Identify, document, address and escalate any actual or perceived issues, risks and opportunities on projects to ensure effective mitigation strategies are put in place with their resolution in a timely and professional manner.
- Deliver projects on time and in budget to HCA project delivery standards ensuring proper communication concerning changes in established milestones or challenges that may affect the outcome of a project's completion date

Business Development

- Researching and scoping potential property development opportunities that align with HCA's mission and strategic objectives to ensure strong pipelines of works in all States we operate in.
- Lead the tender and appointment process ensuring the analysis and recommendation reports are fit for purpose and in line with HCA strategic objectives.
- Manage relationships with relevant external stakeholders for the purpose of new property development opportunities including developers, builders, consultants (i.e. architects, etc.), local government authorities (LGAs), philanthropy, etc.

Strategic Planning and Reporting

- Lead the development and implementation of best practice for the Commercial Team.
- Lead the development and implementation of a strategic approach to property development and management in line with HCA mission, business strategy and growth.
- Prepare business cases and budget submissions to the PIC process.
- Prepare inputs to all quarterly EGMT/Board reporting including a review and highlighting of issues and risks which require escalation.
- Prepare business cases on new developments for EGMT and Board approval.

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 everyday
- 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 and all mandatory reporting obligations to third parties and independent bodies, including but not limited to child abuse reporting and public officer reporting under the Independent Commissioner Against Corruption (ICAC) Act 2012.

Key Relationships

Relationship and stakeholder management is a key part of this role.

Internal – General Manager – Property Development, Managing Director, members of the Executive team and Board, Business Leadership Group (BLG), Commercial team, Housing Services, state-based teams, Legal team and Finance/Treasury team.

External – State-based housing authorities (i.e. Housing Tasmania, SAHA, etc), other Government authorities (i.e. DELWP for planning purposes, Renewal SA, etc), Federal Government departments or authorities (i.e. DSS, NDIA), Local Government Areas, Private sector developers, builders, contractors and consultants, Philanthropy, Community representatives and Peak industry bodies and associated networks.

Selection Attributes

Knowledge and Qualifications

- Tertiary qualifications in Property, Engineering, Construction, Architecture or relevant discipline.
- Sound knowledge of project management techniques/frameworks and experience in the planning and delivery of projects to agreed scope, time and cost.
- Knowledge of relevant legislation.

Experience

- Substantial and proven experience and success leading the development and delivery of property services in the public/community, private housing sector (or transferable sector) at both an operational and strategic level.
- Proven experience in concept development, feasibility studies, planning and delivery of new developments and projects.
- Demonstrated experience in successfully leading and managing project teams to achieve agreed outcomes
- Sound experience preparing comprehensive management reports and evaluations.
- Sound experience and knowledge of OH&S as it applies to the housing and construction industry.
- Proven experience in cost planning, cost control, forecasting and commercial administration
- Proven understanding of Australian Standards, Building Codes of Australia, Council and other relevant development requirements
- Proven knowledge and experience on sustainability, technology, alternate and/or de-centralised infrastructure and complex mixed-use environments

Skills

- Strategic analytical and systems thinking approach to problem solving and decision making
- Highly developed written and oral communication skills
- Strong influencing and relationship management skills.
- Ability to lead, motivate, mentor and manage people.
- Well-developed conceptual, analytical and problem-solving skills.
- Strong decision-making ability.
- Well-developed organisational and/or project management skills including ability to manage conflicting priorities and high work volumes without affecting quality of service delivery.

Other Requirements

- Willingness to undertake all relevant screening and employment checks as applicable for the position and/or as required by HCA
- 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** _____