

Position Description

Position Title	Property Development Support
Department:	Commercial
Reports to:	GM, Property Development

Purpose of the Position

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

The Property Development Support role reports to the General Manager, Property Development and is responsible for supporting the broader team with a range of activities to ensure the smooth delivery of project milestones including contract compliance.

This is a cross-functional role working closely with Project Managers, Assistant Development Managers and Development Managers leveraging your attention to detail, critical thinking, problem solving and ability to multi-task that supports the achievement of development and project outcomes.

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**

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 in developing the organisation's commercial capabilities in a cohesive, integrated management framework to enable data driven, evidence-based decision making.
- Develop effective relationships and collaborations to progress HCA's strategic agenda and outcomes for residents.

Project Management Support

- Assist in the preparation of draft purchase orders, consultant services, works and construction contracts using HCA precedent documents
- Assist with project documentation, supporting the development of scope of works, contractor procurement and appointment and scheduling works.
- Prepare and collate information for permits including assisting with the building approvals process from contract signing to Construction.
- Assist with the coordination of engineering and energy rating reports, environmental reports, planning submissions and other related development documents
- Process progress claims, invoices etc, OHS requirements in accordance with terms of contract
- Attend project coordination meetings - follow up issues and capture actions
- Support the management of insurance and security requirements across projects

- Assist the Property development Team with ensuring programs and key milestones are met and projects are delivered on time within budget and conducting ongoing status reports

Stakeholder Engagement and Relationships

- Participate in meetings, share information and contribute to achieving team and partner outcomes
- Work within and across teams and adapt quickly to changing environments.

Contract and Tender Support

- Contribute to tenders and board reports as required.
- Assist with tender research and analysis to ensure contract, agreements and other relevant documents support HCA business objectives and priorities.
- Assist with the administration of new contracts ensuring accuracy and alignment with HCA's strategic agenda and outcomes for residents and supporting the HCA Legal Team with finalising contracts ready for execution
- Provide support with the preparation of scope of works/PPR documentation, plans and specifications and tender proposals

General Administration Support

- Contribute to continuous business improvement processes within the commercial team by supporting the implementation of improved procedures and practices
- Support compliance requirements through maintaining various systems and accurate documentation and assisting with records and file management ensuring records are kept up to date
- Support cross functional initiatives to streamline and automate program and project reporting, including analysis and controls to enhance commercial performance
- Provide general administrative support to the Property Development team

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

Key Relationships

Internal - Operations Staff, Work closely with members of the Commercial Teams, Finance and Legal Teams.

External - Contractors, Service providers, Consultants, NDIS, Community Representatives, Government bodies,

Selection Attributes

Knowledge and Qualifications

- Relevant qualifications in business administration, project management, community housing, property development or equivalent experience would be highly regarded
- Capacity to support change and innovation and deliver creative and leading practice solutions

Experience

- Proven experience and successful track record in a comparable role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience in preparing management, business and regulatory required reports.
- Capability to prioritise workload and work autonomously as required
- Experience in preparing and maintaining basic reports and spreadsheets
- Experience using systems and MS Office Applications
- Strong communication skills including ability to provide effective written communication
- Ability to respond to and prioritise competing priorities while maintaining accuracy
- Ability to build trust and rapport, share knowledge and skills to promote and maintain good working relationships with colleagues.
- Experience in providing high-level administration support

Skills

- Highly developed written and oral communication skills
- Strong interpersonal skills.
- Well-developed conceptual, analytical and problem-solving skills
- Ability to manage conflicting priorities and high work volumes without affecting quality of service delivery.

Other Requirements

- Willingness to undertake relevant Police screening
- 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 _____