

Position Description



Title	Development Manager
Business Unit	Property Development, Housing and Property
Location	130 Lonsdale Street, Melbourne / Working from Home
Employment type	Full Time, Maximum Term (12 month contract)
Reports to	Senior Manager, Property Development

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albany-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The Development Manager is responsible for the management and delivery of identified social and affordable housing projects, including mixed-use projects (commercial components), as part of Uniting's growth strategy. The role will manage multiple projects through the entire development cycle, with a focus on the front-end initially, and ensure projects are delivered in line with the relevant approvals.

This position will play a key role in delivering outcomes for Uniting VicTas and Uniting Housing Australia's growth strategy for 'Making Housing a Priority' and capital asset strategy.

3. Scope

Budget: Project values range from \$500,000 to \$20M+.

People: Nil

4. Relationships

Internal:

- General Manager, Housing and Property and, Senior Leadership Team within Housing and Property Team
- Property Development and Asset Management teams
- Senior Leadership group across Uniting
- Business functions – Procurement, Legal, Finance, Risk and Quality teams
- Services and tenancy teams
- Property and Development Committees

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External

- Synod Property
- Uniting Church congregations
- State and Local Governments – particularly town planning and development services
- Property and Development Industry
- Consultants and Contractors
- Local communities
- Funders – State Government and grant funders

5. Key responsibility areas

Project Development and Planning

- Undertake project planning in line with approved outcomes, high-level programmes and budgets including; detailed project schedules, functional briefs, resourcing, budget, risk and opportunity management
- Recommendations and input into project strategy to inform early aspects of project delivery

Development and Project Management

- Provide project leadership and management of key projects from concept design, through to securing necessary permits and approvals, construction and transition to asset management and tenancy teams.
- Procurement, appointment and management of various consultant teams and project requirements.
- Monitor adherence to all development contract terms and escalation to Senior Manager and key personnel as required.
- With Senior Manager Property Development, identify development opportunities (social and affordable housing) and undertake feasibilities. This includes working with other NFP's, private developers and church-based groups.
- Work with Asset Team and Services Teams in developing expansion and development opportunities (commercial and services) to support capital asset strategy.
- Manage projects through early design of new developments, town planning and engagement of delivery resources. This includes providing / sourcing technical input.
- Inclusive stakeholder engagement and management to drive desired project outcomes and identify opportunities to support the growth strategy.
- Provide project reporting to support programme management.
- Provide input and support to Senior Manager Property Development in refining feasibilities as projects progress.
- Identify risks, address these through development process and escalate as required.

Administration and finance

- Develop appropriate project reporting to support programme management.
- Administer contracts and agreements in line with project requirements.
- Control quality, cost and timing including milestone and lessons-learned reviews for projects.
- Project administration as required.

People and teams

- Establish, lead, coach and inspire an engaged and productive consultant teams.
- Work with tenancy teams and services teams in establishing their requirements and support decanting strategies where required.
- Undertake regular supervision and performance review with line manager, proving feedback to promote collaborative working relationships.

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- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting’s values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Performance indicators

0 – 3 MONTHS

- Develop key relationships within Uniting particularly with the Housing & Property Team and key business functions.
- Gain understanding of projects this role is responsible for and define requirements. Project set-up and work with SM Property Development to chart path forward.
- Progress with up to 3 identified projects and opportunities to identify and establish new projects (stakeholder consultation, feasibility through to business case development).
- Progress projects to concept design in line with key project objectives and parameters.
- Work with SM Property Development and GM Housing & Property to secure funding (Grant and debt) including contributing to tenders

3 – 12 MONTHS

- Have projects significantly progressed through design stages and in approval stages for town planning including utilising expedited town planning options for social and affordable housing.
- Resolve key project barriers to enable delivery stages.
- Assist SM Property Development with gaining internal and external (i.e. Permits) approvals.
- Subject to approvals, progress projects through for detailed design, tendering and construction

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7. Person specification

Qualifications

- Degree qualification in Property Development, Project Management, Construction, Engineering, Architecture or related disciplines.

Experience

- Development Manager with delivery experience or, Project Manager with understanding and exposure to front-end development management.
- Extensive demonstrated experience in the delivery of development projects with values up to \$20M+ in value.
- Preferable:
 - Experience in residential and commercial (services) developments particularly knowledge of social and affordable housing projects. This includes mixed-tenure developments.
 - Acquisitions experience.
 - Experience with government and grant funding tenders.
- Ability to work independently and with autonomy across concurrent projects in a fluid environment.

Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values.
- **Development and Project Management:** High interest in shaping project and demonstrated ability to manage projects efficiently. Proven track record in delivering financial and commercial deliverables on time and within budget.
- **Approvals:** Demonstrated success in negotiating town planning approvals, value management in line with budgets and targets and, success in the negotiation of contracts.
- **Multitasking:** Ability to work across concurrent projects with competing priorities. Identify and prioritise urgent versus important issues.
- **Problem solving:** Proven ability to identify problems early on, identify and implement solutions and, involve stakeholders when needed to resolve issues.
- **Stakeholder management:** Ability to understand, relate and communicate effectively with a range of stakeholders including stakeholders with limited understanding of property development.
- **Leadership:** Ability to mobilise, manage and drive consultant teams through high level of personal initiative and motivation. Work with autonomy with willingness to own and drive projects.

8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

9. Acknowledgement

I have read, understood and accepted the above Position Description

Employee

Manager

Name:

Signature:

Date:

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