

Position Description

Title	Development Analyst - Housing and Property
Business Unit	Finance
Location	130 Lonsdale St Melbourne VIC 3000
Employment type	Ongoing Full time
Reports to	Senior Manager Finance

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 Albury-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

1. Position purpose

The Development Analyst will undertake development modelling, feasibility, commercial and risk analysis and build capability to respond to government funding rounds and identify strategic development opportunities.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Executive Leadership Team
- Senior Leadership Team, particularly across Housing and Property, and Finance and Corporate Services
- Development Managers

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External

- Regulatory Representatives
- Industry and external consultants

4. Key responsibility areas

Key Responsibilities

- Assist in undertaking site specific investigations (Due Diligence) and prepare commercial analysis to secure approval for the relevant delegated Uniting authority to proceed with acquisition.
- Prepare, critique and analyse feasibilities and cash flow models for the purposes of providing key return metrics, scenario testing and financial risk analysis to underpin business decisions for new acquisitions and financial bids.
- Present scenarios and feasibility methodology to management and be able to respond to financial interrogation of the model.
- Contribute to identification of key development locations which align with the "Making Housing a Priority" strategy, commercially sound market segment opportunities, specific sites in identified locations and market segments that have the potential to contribute to any profit gaps.
- Assist with identifying risks and potential mitigation strategies
- Assist with the preparation of Requests for Proposals, business cases and other development funding opportunity documentation.
- Engage and collaborate with key internal and external stakeholders to build and maintain strong relationships.

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.

5. Performance indicators

- TBA

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6. Person specification

Qualifications

- Degree in Property, Finance or similar

Experience

- Competency in Argus Estate Master Software and Microsoft Excel
- Exposure to property acquisitions or valuations and basic technical knowledge of property due diligence
- Background in residential development; Apartment and town houses in particular

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values. [\(this is mandatory in all position descriptions\)](#)
- Effective written and verbal communications skills
- Ability to work collaboratively and efficiently to maximise positive business outcomes in a fast-paced environment with tight deadlines
- Customer focus – anticipate and understand the needs of both internal and external customers
- Excellent time management and organisational skills
- Exceptional stakeholder engagement and management skills

7. 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 relevant Working With Children Check to your State 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.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>