

Statement of duties

Position title	Project Manager Land Release
Position number	524997
Business unit	Community Infrastructure, Asset Management and Planning
Award/Agreement	Health and Human Services (Tasmanian State Service)
Classification	General Stream Band 7
Position status*	Permanent
Position type*	Full-time
Location	South
Reports to	Manager – Asset Management and Planning
Check type	Annulled
Check frequency	Pre-employment

** The above details in relation to position status and position type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

About Us

Homes Tasmania is established under the *Homes Tasmania Act 2022* and commenced on 1 December 2022

Homes Tasmania is building homes and creating opportunities for Tasmanians by delivering the Government's 10-year, \$1.5 billion plan to provide 10 000 new social and affordable homes by 2032.

We work with government, industry, the private sector, and the social housing and homelessness sector to improve the housing market and provide more housing opportunities for people in need.

Through the work of Homes Tasmania, Tasmanians will benefit from a resilient and diverse housing market that allows them to continue to improve their housing situation and the opportunities that better housing makes possible.

Our Purpose

The purpose of Homes Tasmania is to provide housing and housing assistance to eligible Tasmanians and to strategically manage and develop housing across Tasmania, giving consideration to the requirements of the complete housing continuum and to best meet the needs of all Tasmanians, both now and into the future.

Our Board

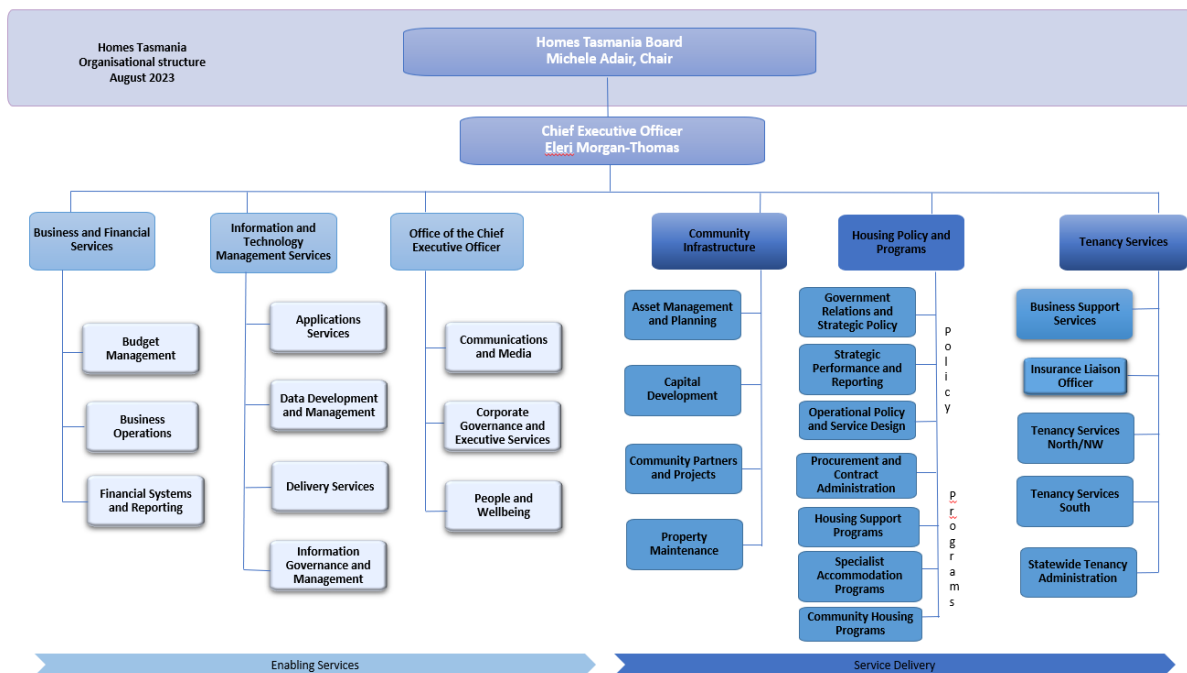
Homes Tasmania is governed by a skills-based Board, appointed by the Minister for Housing. The Board is established under the *Homes Tasmania Act 2022*.

The Board oversees how Homes Tasmania exercises its functions and powers, to ensure it meets the requirements of the *Homes Tasmania Act 2022* including the Ministerial Statement of Expectations.

Our Organisation

Community Infrastructure

The community infrastructure program delivers strategic and operational asset management functions including asset planning and procurement, maintenance, capital upgrading and construction for properties owned in full by Homes Tasmania or on behalf of other Tasmanian Government Agencies.



Primary Purpose

As the senior member of the Asset Management and Planning team, contribute to the growth and sustainability of Tasmania's community infrastructure portfolio, with a particular focus on social and affordable housing, through the delivery of major land development projects.

The core objectives of the job are to:

- Identify, plan and secure approval for land development projects that meet current and future demand for social and affordable housing.
- Provide specialist land use planning advice across Homes Tasmania, with specific reference to the Community Infrastructure business unit.
- Develop contract specifications to procure specialist services external to government, manage associated procurement processes, manage contracted parties in terms of project delivery, ensure compliance with contract specifications, and undertake performance reporting.

Primary Duties

1. Manage all phases of a range of major land development programs to rezone, plan, subdivide and sell land into the market, including initiation of projects, briefing and management of consultants, document review, tender assessment and budget management, in accordance with industry standards and quality assurance principles.
2. Provide specialist land use planning advice and guidance necessary to support the resolution of complex matters relating to the existing and/or potential portfolio of the Director of Housing and or Homes Tasmania.
3. Utilise high-level conflict resolution and mediation skills and experience to negotiate and facilitate the sale, purchase, lease, development, and redevelopment of vacant land and/or properties with existing infrastructure.
4. Synthesise corporate and service delivery planning with funding constraints and the practical issues which define the existing asset base to develop and deliver optimum accommodation solutions across all asset categories.
5. Contribute to the development and continuous improvement of policies, systems, and processes to guide all phases of the asset management lifecycle.
6. Develop and implement training, education and business improvement tools that deliver improved asset management outcomes.
7. Monitor national and international trends in 'best practice' with regards to the strategic management of housing assets and identify and implement opportunities for improvement within the Tasmanian context.
8. Actively participate in and contribute to Homes Tasmania's commitment to being a healthy, safe, inclusive and wellbeing focused organisation

9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

The Project Manager will work largely autonomously with a high degree of self-motivation and independence, under the broad direction of the Manager Asset Management and Planning. The occupant will be responsible for:

- Delivering land development projects in relation to affordable housing and community infrastructure initiatives, in particular actions within the Tasmanian Affordable Housing Strategy and Action Plans, on budget and program and to quality expectations of internal clients.
- Representing the Unit or Homes Tasmania in a variety of professional and public forums.
- Continually improving performance with the intention of retaining Homes Tasmania standing as an innovation leader in the development and management of housing assets.

The incumbent is responsible for building inclusive and dynamic teams and workplaces, in line with Homes Tasmania's strong values-based culture and behaviours, enabling our staff to be respected in the workplace and to have equal access to opportunities and resources.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - 1 Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty

- e) serious traffic offences (*if Driver's Licence is an essential requirement*).
- 2 Identification check.
- 3 Disciplinary action in previous employment check.

Desirable Requirements

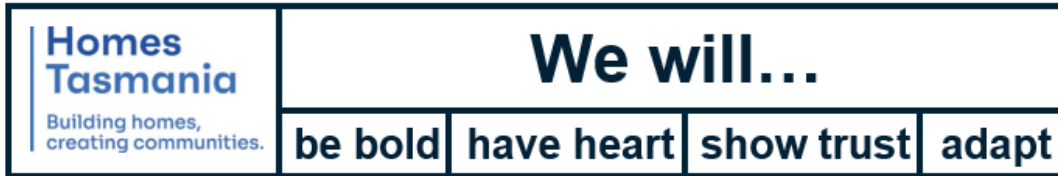
- Tertiary qualifications related to the following disciplines:
 - Land use planning – town and/or statutory;
 - Project management;
 - Construction management – residential and commercial, and
 - Auditing and compliance.

Selection Criteria

1. Demonstrated high level working knowledge of the Tasmanian Planning System, with particular reference to the identification and resolution of planning challenges and opportunities associated with all aspects of property development e.g. rezoning, subdivision, redevelopment, intensification/change of use.
2. Demonstrated high level ability to identify, develop and manage complex land development projects, including demonstrated experience working with the construction related trades and industry representatives to deliver projects on time and on budget.
3. Demonstrated high level project management skills, including demonstrated application of contemporary project management techniques to manage human, financial, and physical resources and to monitor compliance and conduct performance reporting.
4. High level strategic, conceptual, analytical and creative skills, including the ability to understand the political, social and organisational environment and to identify and define core relevant issues, make sound authoritative judgements about Homes Tasmania strategies and directions, and develop options and recommendations to implement and improve program delivery.
5. Knowledge of, and experience with, the community sector and their clients, and their relationships with Homes Tasmania.
6. High level communication, negotiation, mediation, and conflict resolution skills and demonstrated ability to represent the Homes Tasmania and identify and negotiate mutually acceptable solutions in situations of differing interests.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Chief Executive Officer. The relevant manager can provide details to the occupant of delegations applicable to this position. Homes Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities.

Records and Confidentiality: Officers and employees of Homes Tasmania are responsible and accountable for making and maintaining proper records, including using relevant information management systems. Confidentiality must be always maintained and information must not be accessed or destroyed without proper authority.

Smoke-free: Homes Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.