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POSITION DESCRIPTION

Development Manager

POSITION LEVEL	Senior Appointment
FACULTY/DIVISION	Operations
POSITION NUMBER	<i>ADMIN ONLY</i>
ORIGINAL DOCUMENT CREATION	Updated February 2022

Position Summary

The Development Manager is responsible for the project identification, creation, and delivery of building and strategic assets within the University's estate while also ensuring that projects align with UNSW and Estate Management (EM) strategic intent and objectives.

The role requires detailed project reporting and engagement with internal and external stakeholders, consultants, and contractors along with critical negotiation with enabling government authorities at all levels in the areas of planning, utilities, roads, transport, and health.

Estate Management (EM) is a large non-academic unit at UNSW under the Division of Operations and provides a range of services and advice to Faculties, Schools, Divisions and Departments on the Kensington campus as well as other UNSW locations. It does this by providing campus master planning, infrastructure planning, asset development, construction, refurbishment, engineering, operations, and maintenance. EM also provides a wide range of operational management, logistic and associated facilities services to ensure a clean, safe and secure campus environment. Estate Management is entrusted with providing outstanding campus experiences.

The Development Manager reports to senior management in Development and has no direct reports.

Accountabilities

- Identify, prepare, and articulate new major project value add through the preparation of briefs and development management across planning, design, tender and construction phases.
- Lead and motivate a multidisciplinary team throughout all phases of multiple projects to achieve continuous improvement in innovation project planning and delivery.

- Engage with stakeholders within and outside UNSW for value-add opportunities including negotiation of agreements.
- Manage and deliver the tender process, contract negotiation, construction, and defects liability phases of projects.
- Prepare feasibility studies, financial models, and funding requests to secure Management approval.
- Oversee and manage the ongoing financial monitoring and remedial actions to optimise revenues, cashflow and returns for the University in alignment with governance processes, ensuring robust value optimisation, programme, and risk management policies.
- Report activities using industry robust systems and processes offering a high level of customer service
- Identify project issues, developing and implementing actions to have issues resolved promptly, and that agreed actions and desired outcomes are communicated appropriately.
- Perform project completion activities, including post-occupancy evaluation, engaging with project stakeholders identifying performance across risk, time, quality, cost, and communications. Identify lessons learnt and relevant continuous improvement opportunities for project management.
- Ensure compliance with all statutory, legislative and WHS requirements including Australian Standards and Building Codes and with UNSW design, construction, and maintenance standards.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills & Experience

- Tertiary qualifications in Architecture, Construction, Engineering, Project Management or related discipline or an equivalent level of demonstrated experience in managing major projects in complex, diverse operational environments.
- Proven experience in leading the development of major projects both in planning and delivery, to achieve the client's cost, value, time, and quality objectives.
- Strong technical skills in complex work related to education, research and health preferred.
- Demonstrated ability to operate strategically and operationally, with the ability to articulate a clear vision, set clear objectives and manage unplanned complex situations in a calm and effective manner.
- Significant knowledge and experience with complex and innovative planning and project management work with strict time/budget constraints, including developing financial plans, budget allocations and forecasting particularly within a complex major institutional environment.
- Demonstrated experience in contract administration, with the ability to form concise judgments concerning contract variations, time claims, contractor performance and project risk management.
- Effective leadership capabilities in a team environment and a demonstrated capacity to establish and build strong relationships with stakeholders, partners, consultants, and contractors.
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management systems, especially during the design and delivery of major projects.
- Demonstrated stakeholder relationship management with exceptional negotiation and problem-solving skills, proven capacity to exercise initiative, flexibility and to be proactive in respect of project and team management issue.
- Exceptional oral and written communication skills and experience in researching, analysing, and preparing succinct reports.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training