

## Development Manager

### Position Description

<b>Directorate</b>	Office of the CEO	<b>Department</b>	Economic Development
<b>Reports To</b>	Trade and Investment Manager	<b>Direct Reports</b>	N/A

<b>Position Purpose</b>
The position of development manager is responsible for the day-to-day development management functions of The Mill Priority Development Area to support the strategic vision for future development.

<b>Key Responsibilities and Outcomes</b>
As a Development Manager and member of the Economic Development department you will: <ul style="list-style-type: none"> <li>• Develop strategic plans for land disposal and development for The Mill Priority Development Area (PDA), aligning with the Council's strategic vision.</li> <li>• Lead and coordinate all aspects of land development projects, ensuring they are completed on time, within scope, and to budget.</li> <li>• Prepare detailed reports and documentation related to project progress, financial performance, and risk management that effectively communicate strategic recommendations.</li> <li>• Analyse project data, conducting financial modelling, and evaluating investment opportunities.</li> <li>• Manage all planning and approvals, both with Council and State, and be the primary point of contact for a range of internal and external stakeholders.</li> <li>• Develop and manage high level relationships with internal and external stakeholders to ensure the delivery of strategic outcomes for the PDA and Council.</li> <li>• Ensure the project complies with relevant regulations, standards, and best practices.</li> <li>• Procure and manage consultants/contractors to assist in the delivery and success.</li> </ul>

<b>Our Values</b>
Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a <i>Team Member</i> you will <i>take individual accountability for demonstrating the values expectations and behaviours</i> .
<div style="display: flex; justify-content: space-around; text-align: center;"> <div style="background-color: #0070C0; color: white; padding: 5px;"><b>SERVICE</b></div> <div style="background-color: #E31A1C; color: white; padding: 5px;"><b>TEAMWORK</b></div> <div style="background-color: #F79646; color: white; padding: 5px;"><b>INTEGRITY</b></div> <div style="background-color: #4F81BD; color: white; padding: 5px;"><b>RESPECT</b></div> <div style="background-color: #4CAF50; color: white; padding: 5px;"><b>SUSTAINABILITY</b></div> </div>

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

## Knowledge & Experience

- High-level experience in effective program and project management within a project planning, management and delivery context.
- Demonstrated experience in large master planned communities in managing design consultations, authority approvals, building and managing the feasibility model, programming and cash flow.
- Extensive experience in property development, land acquisition/disposal, property management, or a related role.
- Extensive experience and skill in the development of policies, procedures and reports which enable council to establish priorities in the areas most affected by infrastructure issues.
- Experienced in developing and maintaining systems and procedures, performance measures and evaluation of work practices to improve the performance of the department.
- Strong experience in building productive relationships at all organisational levels across a range of departments driving collaborative and customer centric outcomes.
- Highly developed conceptual, investigative, analytical, and problem-solving skills.
- High level of presentation, communication, and negotiation skills, both written and verbal, to engage constructively with key stakeholders.
- Strong demonstrated knowledge of sound governance and risk management practice and adhering to the highest safety standards for yourself, contractors and others.
- Results orientated approach, with a focus on achieving and exceeding key targets and objectives.

## Qualifications

- Relevant tertiary qualification in property development, urban planning or civil engineering, or a related field, or extensive experience with development projects.
- Current C class driver's licence
- Construction Induction Card competency that has been used or obtained within the past 2 years.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*