

Position Description



Title	Head of Housing Development
Business unit	Housing and Property
Location	Level 4, 130 Lonsdale Street Melbourne 3000
Employment type	0.8 to 1.0 FTE ongoing
Reports to	General Manager Housing and Property

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 Head of Housing Development leads all facets of housing development, financing, strategy and implementation including: development finance modelling, investor attraction and relationship management, financial analytics, construction and development origination and master planning, packaging of investable property development projects and management of partners, financiers and overseeing the Housing Development team to deliver to the strategy.

2. Scope

Budget:

Construction budget as approved by the Board and as per delegated authority.

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People:

The following positions are direct reports:

- Senior Manager – Project Delivery
- Development Manager
- Development Manager - Analyst
- Project Transition & Integration Lead
- Principal Consultant – Development (External: 12 month contract)
- Executive Assistant (shared role .8)

3. Relationships

Internal

List key internal relationships that this position has primary and regular day to interaction with

- Executive Leadership team, Board of Directors, Committees
- Housing and Property Team, Uniting
- Finance Team
- Property Services (Synod) Uniting

External

- Homes Victoria
- Housing Australia
- Government Ministers
- Industry Representative bodies and networks
- Third party financiers, philanthropists and investors
- Major consultants, contractors e.g. Builders, Legal Service Providers, Architects

4. Key responsibility areas

Partnerships & Relationships:

- Attract new partners and grow and enhance existing relationships and improve outcomes with existing partners;
- Build trust with internal and external networks through consistency and effective communications and responsiveness;

Financing structures and Tenders

- Implement relevant financing structures to enhance the to deliver projects to market more effectively.
- Complete government tenders on time and with the highest possible standard befitting a premium social and affordable housing provider in Victoria and Tasmania.

Strategic Planning

- Lead the strategic planning for the team;
- Execute an annual strategic plan refresh to explore, adjust and align to the vision, mission, purpose and organisational objectives for the team and division;
- Mentor others in the organisation to lead through strategy and measure success through regular KPI assessments;

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Development Origination and Deal Sourcing

- Utilise your sector leadership position and outstanding networks for the benefit of Uniting Vic Tas through introductions to new opportunities for growth;
- Explore opportunities through Uniting churches and the Uniting property services team and build strong and effective partnerships;
- Execute negotiations to binding legal contracts in accordance with delegations;

Governance

- Utilise your experience in reporting to Boards to provide concise, transparent and informative papers and mentor the team to the same standard of reporting;
- Ensure adherence to the Uniting legal and constitutional decision pathways;

Government Relations

- Develop strong and trustworthy relationships with government funders, authorities and partners;

Leadership, People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- 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

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
 - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation
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5. Performance indicators

The following performance attributes and behaviours will be demonstrated:

- **Technical knowledge:** capability, demonstrated results in all facets of development and investment strategy including: development finance, investor attraction, financial analytics, origination and master planning, packaging of investable property development projects.
 - **Exceptional people leadership** with an accomplished and practiced knowledge of motivators, mentoring, coaching, performance management, recruitment, and optimising an agile workforce to respond to cyclical demands
 - **A strategic and visionary mindset** to lead a team through the strategic planning process; Implement the strategic plan into team roles and KPI's;
 - **Resilience** to navigate internal approvals and reporting as well as cyclical pressures and external political and economic changes;
 - **Market Networks:** through strong links and contacts, identify and secure appropriate and advantageous projects for Uniting Vic Tas
 - **Negotiation and diplomacy,** targeting timely resolution and ability to achieve deal closure
 - **Influencing and decision making** as a team player and ethical industry Leader
 - **Exceptional business communications** and the ability to influence through empathy, commerciality and a targeted approach;
 - **Agility and adaptability** to strategy, projects, people and opportunities through funding and economic cycles;
 - Demonstrate a shift in the whole of team awareness, management and ownership of **environmental sustainability** implications and initiatives
 - An outcomes focussed leadership style and approach to challenges with a demonstrated calm and maturity to resolve problems and build trust;
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6. Person specification

Qualifications

- Finance, property, economics or other appropriate degree qualifications with more than ten years of experience in property development governance, financing structures, stakeholder relations and executive team management and leadership is required.

Experience

- The ideal candidate has strong technical skills in the inception, origination, masterplanning, financing and funding of social or affordable housing developments at a commercial scale, reporting to Boards and committees and the ability to attract and manage investors to critical social infrastructure that is the foundation of our communities. The Head of Housing Development will relish the

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opportunity to communicate with stakeholders in the community, both internal and external to the organisation and ably represent Uniting as an ambassador of our mission, values and brand.

- Experience in a for purpose environment with multiple levels of governance would be advantageous.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide **safe environments** for children and young people and protect them from abuse and neglect;
- **Advanced technical knowledge of project origination:** from master planning and establishment thorough to all facets and stages of development including planning, procurement, construction, transition, handover and defects management: as required and requested;
- **Advanced Stakeholder Relationship Management:** a proven relationship builder, deftly executing regular stakeholder reporting and communications tasks, evidenced through exemplary project reporting and presentations to internal and external stakeholders including peers, management, Boards, financiers, Government Funders, community interest groups;
- **Influencing:** Stakeholder Relationship Management expertise through demonstrating concise, respectful and effective communications verbal, written, electronic, presentations, meetings and reporting to uphold the values, integrity and best practice of the Housing and Property Team and Uniting Vic Tas;
- **Development Feasibilities & Financial Oversight:** of project delivery at all stages, construction commencement, consultant engagement, financier expectations and reporting obligations through to final hand over;
- **Legal documentation:** understanding and experience in best practice contractor engagement and adherence to the highest industry standards and execution within delegated authority levels;
- **Leading Grant funding applications:** through a demonstrated understanding of government funding and grant structures and ability to author and oversee the completion with concise and accurate information;
- **Negotiation, diplomacy** and the ability to "close the deal" and achieve an outcome in keeping with expectations and established project hurdles.
- **Project Financing Analytics and Execution:** Negotiating, structuring and finalising financier and investor funding agreements and funding cashflows for development projects.
- **People Management and leadership:** abilities evidenced through past team management successes in recruitment, retention, performance management, motivational techniques and creating an empowered and efficiently functioning team with clear role accountabilities to achieve a united team goal.

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 (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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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

Name:

Signature:

Date: