**POSITION DESCRIPTION**

**Property Development Manager**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are imaginative, respectful, compassionate and bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is one of the largest not-for-profit community service providers in NSW and the ACT, with a rich history of providing services to the community for more than 100 years. We have more than 550 services, as far north as Tweed Heads, as far west as Broken Hill, and as far south as the ACT.

Our focus is always on the people we serve, no matter where they are at in their life. Our range of supports and services are designed in partnership with clients and around their needs

# **ABOUT THE ROLE**

This is a role within the property development team and is responsible for the delivery of property development projects within Uniting

This role is focused on the application of best practice project management skills to ensure that major capital investment programs and projects are aligned with community and organization needs, implemented within approved governance arrangements and successfully delivered within Uniting

# ROLE OBJECTIVES

You’ll play a valuable role as a member of the Property Development team in:

* Contributing to a stronger and more unified Uniting
* Working towards the defined priorities and outcomes for the Property Development team and your specific areas of accountability
* Working with your colleagues to understand and apply the translation of Uniting and Business Stream strategies through your regional and/or local plans, thereby ensuring a consistency in service delivery, practice and maximising performance
* Actively participating in communication in order to understand and contribute to a One Uniting way of operating
* Working productively and collaboratively as a positive role model both within your team and with others across Uniting

As the Development Manager your role will:

* be responsible for managing and overseeing a portfolio of complex development projects which may be staged, require masterplanning or rezoning’s.
* be to undertake complex feasibility modelling and be responsible for providing options and sensitivity analysis for property development projects
* be to innovate, create, amend, propose and refine Property Development processes and governance
* be to develop, employ, demonstrate and mentor best practice project management discipline
* be to lead and oversee several projects and manage others to ensure the project outcomes are fulfilled including mentoring, review, quality assurance and training and development
* be to assemble high performing project teams responsible for the successful delivery of all elements of the property development cycle including design, statutory approvals, procurement, construction, commissioning and sales outcomes with a focus on time, quality and budget requirements.
* be to contribute towards the efficiency and effectiveness of the Property Development team

# **ABOUT YOU IN THE ROLE**

**Your classification: Development Manager**

**Your directorate:**  Property

**You’ll report to:** Head of Property Development

**Your key relationships:**

Internal:

* With Property Development Managers, Assistant Property Development Managers, Property Operations, Strategy Managers, Finance
* With Functional Service Directors, Strategic Managers, Service and Village Managers, Marketing & Sales,
* With Property Committees, Boards, Internal Interest Groups.

External:

* With Consultants and Professionals, Local and State Government Agencies, Councils, Compliance Regulatory Authorities, Building Contractors, Project Managers
* With land owners, developers, industry groups, real estate agents,
* Property development and project stakeholders

# **YOUR RESPONSIBILITIES**

**Financial management:**

* Ensure that all activities and operations within the scope of responsibility are performed in accordance with the allocated budget and policy guidelines
* Accurately develop financial feasibility models and business cases and ensure that capital investment activities and operations are performed in accordance with these
* Continually refine and report opportunities and risks to the development budget and financial feasibility
* Ensure that the business case and financial feasibility have a sound basis to their assumptions
* Manage the property development projects under their control by employing effective quality assurance and reviews
* Manage the development budget for each project diligently and within the organisations governance and delegations processes.

**Operational Processes**

* Identify acquisition opportunities that align with corporate and service strategies
* Establish lead and report on due diligence processes for site acquisitions to identify and mitigate risk to the organisation
* Develop business case, scenarios and models to use to advise the project team on strategies and alternatives available and inform decision making of best practice industry standards
* Assess and communicate the impact of existing and future statutory planning instruments on business needs and service delivery to inform decision making and support effective strategy setting
* Oversee the preparation and presentation of planning reports and proposals to consent authorities to achieve satisfactory planning outcomes and optimise the value and service potential of property
* Identify and document project goals and detailed needs to support best practice project management
* Convene, manage and inform project stakeholders throughout the project lifecycle including internal and external stakeholders including etermining and refining scope, suitable built form solutions which provide best project outcomes financial and operational.
* Assemble, document and submit relevant governance papers including reports, business cases, milestone papers and communicate these effectively.
* Accurately manage and report on the progress of each project against the approved business case to ensure alignment with service and business need including critically identifying and evaluating risks and opportunities.
* Develop, participate and comply with all quality management systems and processes
* After consultation, you’ll be willing to undertake additional duties, transfer to another equivalent position or assume higher duties when required
* Contribute to the implementation of Uniting policies, processes, systems and platforms (including technology) so as to ensure efficiency of the wider organization
* Maintain awareness of and fulfill responsibilities, authorities and accountabilities as defined by Uniting’s health, safety and wellbeing management system and in adherence to the attached WHS responsibilities by role
* Participate and comply with all quality management systems and processes

**Client Management:**

* Identify internal and external consultation needs and coordinate responses to positively influence stakeholders, maintain and build our corporate image and minimise project risks
* Ensure that engagement with internal and external parties enhances Uniting’s reputation and growth
* Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders

**People Management:**

* Act as a constructive member of the Property Development team
* Contribute to a culture of openness, feedback, quality and productivity
* Actively engage and participate in the performance management framework and review processes across Uniting
* Engage in professional development and set and fulfill development goals for yourself;
* Contribute to the creation of a cohesive, productive and quality focussed team
* At all times follow direction verbally or in writing from your manager
* Build and maintain effective team relationships – within own team and across business streams / functions by establishing role clarity at direct report level and ensuring that performance expectations, development and accountabilities are clearly set and regularly reviewed
* Drive a culture of openness, feedback, and productivity
* Positively model the Code of Conduct and Ethical Behaviour for Uniting
* Represent the Uniting culture and values internally and externally, communicating and acting in ways that are consistent with values of Bold, Respectful, Imaginative and Compassionate
* Model the values and an understanding of the Uniting Church, respecting and valuing the inherent dignity and uniqueness of each person, celebrating diversity, prioritising collaboration, passionately pursuing social justice and inclusion
* Take care for the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to the attached WHS responsibilities by role

# KEY PERFORMANCE INDICATORS

**Financial management:**

* Performance is monitored on an ongoing basis and financial targets achieved as established by the annual budget process
* Meet the requirements of the business cases for each of the projects in the portfolio
* Planned initiatives are delivered on time, to budget and to the approved scope.
* Property development activities are managed for maximizing financial returns whilst meeting scope and operational outcomes.

**Operational processes:**

* All stakeholders in your area of responsibility are constantly communicated with and remain informed and involved in appropriate aspects and projects
* Due diligence processes are successfully completed for site acquisitions
* Appropriate business cases, scenarios and models are used for all projects
* Satisfactory statutory planning outcomes are achieved
* Development projects are delivered within a best project management practice framework

**Client management:**

* Client feedback shows sustained improvement
* Community needs are identified and considered in maintaining and building corporate image and minimizing corporate risks
* Client feedback indicates their respect for your services (work) provided and a good working relationship
* Effective client relationships are in place and stakeholders indicate high levels of satisfaction with service delivery

**People management:**

* Feedback from your line Manager confirms your contribution as a member of the Property Development team
* Feedback from colleagues and their teams confirms your contribution to an integrated Uniting
* Standards of professional behaviour demonstrate alignment with the Uniting values and are effectively role modeled in all workforce interactions

# THE IMPORTANT DETAILS

**Qualifications:**

* Degree or Master’s Degree in a Property Development related discipline
* Diploma or significant Project Management experience.

**Your experience ticks the following boxes:**

* Minimum 7 years Property Development Management experience
* Aged Care, Retirement Living experience preferred. Hospitals, Residential, Hotels or other Property Development project experience will be considered.
* Property Development Management experience – client side. Or significant Client side Project Management / Development Management experience.
* Previous experience in a construction, property investment, technical engineering, architecture, town planning, or property project management area will be advantageous
* Must be able to demonstrate the successful delivery of complicated Property Development Projects across different sections of the Property Development Cycle. Will be able to demonstrate complex feasibility and option considerations, scenario testing and different procurement and delivery methodologies.
* Will have experience in concurrently managing a number of projects with a minimum value of $20m each.
* Will understand and be able to demonstrate person management skills. Will understand how to develop quality processes and procedures to effectively ensure successful outcomes from their teams
* A demonstrated passion for social change and contributing to an organization of influence for the most disadvantaged
* Skilled at navigating a complex organization, forging relationships, effective communication and managing through influence rather than direct authority as required

**Even better:**

* Post graduate qualification in Property Development and Investment, Project Management, Quantity Surveying, Architecture, Town Planning, Construction
* Member of relevant industry peak bodies
* Aged Care and Retirement Living experience.
* Significant stakeholder management experience.

**Core Competencies:**

* You operate with personal integrity and a values base that aligns with Uniting’s
* You succeed through excellent communication skills and a high service orientation
* You engage successfully with clients and other team members as required
* You are capable but do not have “something to prove”
* You manage projects and juggle tasks to ensure delivery against objectives
* You have strong written and verbal communication skills
* You thrive on helping others to succeed; even if it is at a cost to you
* You are an exceptional team player
* You have a high level of energy and enthusiasm
* You leverage your experience without always referring to it
* You genuinely care about the organization

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| **Employee Name:** |       | **Managers Name:****Title** |            |
| **Date:** |       | **Date:** |       |
| **Signature:** |       | **Signature:** |       |

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| ACCOUNTABLE POSITION | WHS ACCOUNTABILITIES(AS PER WHS ACT 2011) | ACTION DEMONSTRATING ACCOUNTABILITIES |
| WORKERS (EMPLOYEES, AGENCY STAFF, CONTRACTORS, VOLUNTEERS, STUDENTS) | **While at work, all workers (WHS ACT 2011 Sec 28) must:*** take reasonable care for his or her own health and safety
* take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people
* comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Uniting to allow the
* organisation to comply with this Act
* co-operate with any reasonable policy or procedure of Uniting relating to health or safety at the workplace that has been notified to workers
 | **All workers must:*** follow Uniting WHS policy and programs to protect the health and safety of people at work and to understand your personal responsibilities for WHS
* attend and/or complete safety-related training including induction and emergency preparedness
* comply with WHS instructions from your supervisor/manager, training information, safe work procedures and emergency wardens
* if performing new or unfamiliar work, seek information, instruction or training and supervision from your supervisor to perform work safely without risking the health, safety and wellbeing of yourself or others
* use equipment that has been provided for your health, safety and wellbeing
* report all hazards, incidents and injuries to your immediate supervisor
* participate in discussions/consultation about changes to workplace/premises or job task/practice
* wear clothing, footwear and personal protective equipment (PPE) needed appropriate for the work being done
* do not put other people’s health, safety and wellbeing at risk by your action or inaction
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