



POSITION DESCRIPTION

Position Title Development Project Manager

Team Property

Reports To Chief Property Officer

Updated July 2023

1. Position Summary

The Development Project Manager's role is to provide advice on the financial viability, acquisition, design development, and construction delivery of development projects that support Link Wentworth's strategic objectives of expanding our portfolio of social, affordable and market housing.

The role is responsible for managing the delivery of property development projects.

As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the requirements and responsibilities of the position e.g. participate in the preparation of tenders for new business. The allocation of other duties is in consultation with the Chief Property Officer (CPO).

2. Job Dimension

This role reports to the Chief Property Officer and has no direct reports.

This role works closely with external stakeholders, Link Wentworth teams, and all areas of the business, and is accountable for the delivery of assigned projects on allocated time, quality, cost, and financial metrics. The Development Project Manager is also responsible for the quality, accuracy, and integrity of the content of advice provided by self and the team.

This role's delegation is per the 'Level 4' legend of the Financial Delegation Manual.

3. Relationships

Internal

- Development team
- Senior Management team
- Finance, Legal, and all operational areas of the business

External

- Consultants, Professionals, and Building Contractors
- Councils, Regulatory Authorities, and Local and State Government Agencies
- Landowners, developers, and real estate agents
- Community Housing representatives and Housing Industry groups
- External Stakeholders



4. Major Accountabilities

Key Accountabilities	Key Activities
<p>1. Effective service delivery to meet business requirements</p>	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none"> • Preparing development reviews, feasibility, risk evaluations and due diligence assessments • Undertaking the necessary consultation with internal and external stakeholders, responsible authorities, and third parties to ensure proposed developments are viable and sustainable as well as meeting the organisations strategic and development team needs • Assisting with preparing project recommendation reports (inclusive of third party / consultant input), in order to seek endorsement from the Assets and Development Committee, CEO and Board of Directors, for sustainable and viable projects • Managing the approved project (through the pre-construction phase), ensuring compliance on matters of quality, budget and program, serving as Link Wentworth’s Project Representative • Progressively identifying, managing, mitigating, and reporting project risks as impacts on the agreed project deliverables or the operations of Link Wentworth • Overseeing the implementation and transaction of legally binding agreements associated with all phases of development delivery • Overseeing building project approvals with external / responsible authorities and ensuring compliance of building projects with the regulatory requirements • Overseeing 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 • Ongoing development application assessments and planning proposal amendments (impacting on existing Link Wentworth properties) • Making recommendations, keeping registers of assessments, communicating impact to stakeholders as well as formalising and lodging the necessary responses and acting as Link Wentworth’s representatives in any resultant action, in accordance with Delegations Manual • Regular and timely written reporting regarding project deliveries, inclusive of the necessary meeting attendance with both internal and external stakeholders • Overseeing the activities associated with property subdivisions, achieving statutory compliance and land title registration, to meet expectations of the agreed development delivery model • Maintaining a range of registrations and subscriptions, as relates to industry-based memberships and service delivery tools



<p>2. Consultant, Professional, and Contractor Management</p>	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• Assisting with the preparation of fee for service engagements of consultants and professionals and overseeing the agreed service delivery engagements• Coordinating external consultant teams involved in the feasibility, design, documentation, and construction phases of development projects• Preparing consultant briefs and managing the pre-construction work of project teams• Managing the competitive tender process (as relates to consultant and contractor works) review, making recommendations and appointing third parties using suitable formal instruments of engagement / contracts• Ensuring that appointment of contractors is in accordance with Link Wentworth's procurement policy and that their work meets the contract specifications
<p>3. Information, Advice, & Reporting</p>	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• Accurately managing and reporting on the progress of each project against the approved business case including identifying and evaluating risks and opportunities• Preparing and presenting research on a range of property development matters• Assessing and communicating the impact of existing and future statutory planning instruments on business needs and delivery to inform decision making and support effective strategy• Assisting with providing specialist development advice as relates to strategic and operational activities within the organisation• Assisting in the development of policies, procedures, delivery guidelines / design standard documents as relates to development, design, tendering, construction, procurement, and handover
<p>4. Financial Management</p>	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• Preparing, monitoring, recording, and reporting on all project budget elements• Managing the project budget diligently and within the organisations governance and delegations• Accurately preparing financial feasibility models and business cases with each having a sound basis of assumptions• Assisting with preparing proposals for capital funding to selected agencies and ongoing administration of these agreements• Assisting with project submissions as relates to securing commercial debt funding. Recommending progress payments to building contractors and consultant teams



<p>5. Support Link Wentworth in meeting its business and compliance requirements by managing clients, stakeholders, and partners</p>	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• Convening, managing, and informing project stakeholders, internal and external, throughout the project lifecycle including determining and refining scope, and appropriate built form solutions which provide the optimal financial and operational project outcomes• Remaining updated on relevant design, development, and construction standards• Ensuring the timely and accurate reporting of information to Link Wentworth's various committees and the Board
<p>6. WH&S</p>	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• Providing a safe and healthy workplace for staff, visitors, contractors, and tenants• Proactively managing work health and safety risks and carrying out risk assessments to eliminate or control workplace hazards• Providing resources to implement controls to eliminate risks in your area of control• Ensuring WHS hazards, incidents, injuries and near misses are investigated in a timely manner and appropriate controls implemented• Promoting WHS awareness and ensuring WHS training is undertaken by employees• Consulting with WHS representatives on WHS issues



5. Link Wentworth Key Competencies

Business sustainability: Considers the organisation and its ongoing sustainability in all business dealings and work practices. Ensures financial, social and environmentally responsible decision making and works within the relevant safety and compliance frameworks.

- Understands the outcome/deliverable and works to achieve it
- Identifies problems and works to resolve them
- Ensures data collection and entry is accurate and complete
- Takes accountability and follows through to completion
- Organised and structured and effectively manages and uses time
- Highly proficient in use of technology and systems for their role

Personal and professional excellence: Develops and maintains an understanding of the internal and external environment and takes responsibility for the delivery of work outcomes with efficiency, professionalism, and integrity. Demonstrates a commitment to personal development and works collaboratively to ensure best outcomes are achieved.

- Able to reflect with a view to improving self and assists others to do the same
- Seeks and identifies new ways and approaches
- Comfortable to suggest improvements to how we work and do things
- Upholds and models the organisation's values
- Willing to participate and get involved in our organisational life and culture
- Respectful and considerate of others at all times in words, thoughts and actions
- Develops personal strategies to stay resilient
- Reports and calls out inappropriate behaviours

Operational excellence: Ensures best practice outcomes for customers and the organisation through the use of core business systems and practices including change management, project management, and the use of technology and adhering to and improving workplace policies and procedures.

- Open to and adjusts to new ways of working and operating
- Resilient in a changing environment
- Responds positively to organisational change
- Supports peers through change
- Displays empathy and understands trauma informed practice
- Understands social issues, causes and impacts
- Supports the organisation in addressing social impacts on our customers

Service excellence: Keeps customers (internal and external) as the focal point of all activity. Actively engages customers through excellent service and maintaining a commitment to tenant engagement, consultation, and continual improvement.

- Engages with and has a genuine interest in the customer
- Listens, acknowledges, understands, and responds to customer needs
- Takes personal accountability to achieve resolution

Core competencies: Core competencies are a set of skills that are essential for the effective delivery of all work at Link Wentworth. All employees working at Link Wentworth must demonstrate as a minimum these competencies and continually develop these skills at a level relevant to their role.

- Establishes rapport and engages with others
- Actively listens to understand
- Adapts and adjusts communication style to the situation
- Aware of the needs to adapt to cultural subtleties and preferences
- Willing to share information, knowledge, and thoughts with others
- Understands, respects, and accepts others' perspectives and contributions
- Can find commonality with others to achieve a shared goal

6. Qualifications & Experience

- Degree in Engineering, Project Management, Property or Construction related disciplines and substantial relevant experience or Post Graduate qualification in a property related discipline and relevant experience
- At least 5 years' experience in the development delivery cycle (development feasibility through to completion), inclusive of low, medium, and high-density residential development
- Demonstrated experience establishing and maintaining effective relationships with multiple stakeholders
- Experience managing contracts of engagement including building contractors
- Construction procurement and delivery experience

7. Knowledge

- Commercial property development practices and development delivery processes
- Financial parameters influencing good development
- Working knowledge of the pre-construction, construction and post-construction processes associated with property development / delivery
- Knowledge of standard contract arrangements used in the development and construction industry and the legal obligations of both parties
- Technical aptitude in all areas of domestic and commercial building construction
- Working knowledge about Building Industry Best Practice, building regulations, related licensing requirements, and WH&S
- Monitor federal, state and local housing policies / funding streams and gauge and report on possible alignment with CEHL strategic goals
- Remain informed of state and local planning and land use policies

8. Personal Attributes & Skills

- Excellent communication and interpersonal skills
- Ability to manage project budgets and prepare financial reports
- Strong contractor management, leadership and supervision skills
- Strong project planning ability and aptitude to manage multiple projects
- Excellent written communication skills and ability to produce detailed project plans and reports
- The ability to present project details to builders, developers and planners

9. Other Specific Requirements

- A commitment to the ethos of social and affordable housing
- A commitment to social justice and social inclusion
- A commitment to Link Wentworth's values of Customer Focus, Respect, Integrity, Compassion & Ambition
- A valid National Police Check (less than six (6) months old) to the satisfaction of Link Wentworth
- At least two (2) COVID-19 vaccinations, meaning, having received the primary course of an Australian Government approved COVID-19 vaccination
- A current driver's licence valid in the state of NSW

10. Verification

This section verifies that the position holder has read and understood the attached position description.

Position Holder Name: _____

Date: _____

Signature: _____