

Position Description	
Position Title:	Development Manager – Residential
Date PD Adopted:	April 2019
PD Review Date:	April 2021

### About Unison

Unison provides a diverse range of housing services across Victoria and in Adelaide, including social housing, affordable housing, private rental, transitional housing and owners corporation services.

We believe that affordable housing is the foundation on which to build a life of value, but that a good life takes more than just housing. A good life takes place in a community.

We provide affordable housing, and work to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison also assists over 3000 people each year who are homeless or at risk of homelessness.

### Vision

Communities that thrive.

### Mission

Collaborate to create vibrant, sustainable communities that meet the needs of renters, owners and people who are homeless, by developing, managing and providing access to affordable housing.

### Organisational Values

Unison is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high standards of work in line with our Values:

#### People

- We put the customer at the heart of what we do, we value each other and welcome diversity

#### Respect

- We are respectful of all and welcome open and honest discussion

#### Positivity

- We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions

#### Accountability

- We do what we say we will do

### Position Objective

The purpose of this position is to manage all development projects and deliver major capital works projects in line with the Budget and the Strategic Asset Management Plan

### Key Accountabilities

- Making recommendations on project strategy, design, and construction methodologies
- Monitoring the quality, time and cost outcomes as set in the project budget.
- Carrying out high-level feasibility studies for potential projects
- Consulting with relevant authorities to achieve planning approvals.
- Appointment and management of various consultant teams and other project requirements as directed by Project Control Groups and the Executive Team
- Providing project leadership, oversight and end to end accountability for managing major capital projects from inception to project completion and handover to occupants and the facilities and place management teams
- Ensuring assigned projects are delivered in accordance with the relevant approvals, contractual requirements and aligned to the Unison Strategic and Operating Plans
- Manage the resolution of complex technical issues for existing assets, including but not limited to legal claims and asset-risk mitigation projects

### Key Selection Criteria

Qualifications & Experience	<ul style="list-style-type: none"> <li>• A degree qualification in Project Management, Construction, Engineering, or Property related discipline;</li> <li>• Minimum of ten years of project management experience in both residential and commercial development and capital works projects from \$250k to \$20m+ in value.</li> <li>• Appointment, briefing and oversight of external consultants to achieve desired financial result from property development activities</li> <li>• Proven track record in developing and delivering key commercial and financial deliverables on time and within budget</li> <li>• Demonstrated success in negotiating contracts, town planning approvals and other commercial agreements</li> <li>• Post-graduate qualifications in a relevant field are desirable</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Acts in a respectful and considered manner at all times</li> <li>• Maintains a high level of personal initiative and motivation and acts in a decisive way</li> <li>• Communicates effectively and fluently in a range of styles and formats (oral, written, and graphically)</li> <li>• Clearly explains complex concepts and positions with respect for varying levels of individual's technical capability</li> <li>• Researches and analyses information and makes recommendations based on relevant evidence</li> </ul>

Knowledge and skills	<ul style="list-style-type: none"> <li>• Strategic working knowledge of residential property development and construction management, including feasibility and authority approvals, documentation and procurement, construction and operations</li> <li>• Excellent stakeholder management skills – internal staff and external consultants / contractors</li> <li>• Highly organised with exceptional time management skills</li> <li>• Highly skilled in use of MS Project and Excel to produce detailed financial assessments and forecasts and MS Project for development and construction programs</li> </ul>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Ensure that Unison’s Occupational Health and Safety Policy and Procedures are continually observed and complied with.</li> <li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Unison’s OHS Frameworks.</li> <li>• Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.</li> <li>• Actively participate in hazard elimination where practical.</li> </ul>
Safety screening	<ul style="list-style-type: none"> <li>• This role is subject to a satisfactory National Police History check and Working with Children Check.</li> <li>• Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.</li> </ul>

### Physical Inherent Requirements

Office Duties	<ul style="list-style-type: none"> <li>• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.</li> <li>• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.</li> </ul>
Driving	<ul style="list-style-type: none"> <li>• Required to drive private or Unison owned vehicles.</li> </ul>
Work Environment	<ul style="list-style-type: none"> <li>• May be required to work from different sites, including offsite facilities.</li> <li>• Exposure to varied weather conditions.</li> </ul>
Lifting and Carrying	<ul style="list-style-type: none"> <li>• Infrequent lifting and carrying of items up to 5kgs.</li> </ul>
Bending and Reaching	<ul style="list-style-type: none"> <li>• Required to occasionally bend and reach.</li> </ul>



Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities to join our workforce.

### Organisational Relationships

Accountable to	<ul style="list-style-type: none"><li>• Director Asset Management</li></ul>
Supervises (Day to Day Operations)	<ul style="list-style-type: none"><li>• External consultants / contractors</li></ul>
Internal Liaisons	<ul style="list-style-type: none"><li>• Executive Team</li><li>• Project Control Groups</li><li>• Management Team</li><li>• Asset Management Team</li><li>• Others including Place Management and Corporate Services.</li></ul>
External Liaisons	<ul style="list-style-type: none"><li>• External consultants / contractors</li><li>• External project partners</li><li>• Responsible Authorities (local and state government)</li><li>• Other stakeholders</li></ul>

Signed and Dated: