

Position Description

Position Title:	Senior Development Manager
Team:	Property
Employment Status:	Full-time, ongoing
Reporting to:	Director Property

About Unison

Unison is a for-purpose organisation that works to reduce disadvantage and social exclusion for over 3,500 people who need social or affordable housing, or who are homeless or at risk of homelessness each year. We believe that housing is the foundation on which to build a life of value but that a good life takes more than just housing - it takes place in a community. We're also committed to building a thriving community for the people that work with us. We're proud to offer contemporary people programs and benefits in line with our values, and we're certified as a Great Place to Work.

Position overview

Unison's Property Team develops new social and affordable housing, and provides asset management services at properties owned and managed by Unison including asset planning, maintenance and upgrades. You will find Unison's Property Team staff in all of Unison's site offices across Melbourne's suburbs, Geelong and Werribee.

The Senior Development Manager will lead the delivery of new social and affordable housing across Melbourne and regional Victoria. The role will focus on project origination and feasibility, funding approvals, project delivery, contractor and consultant management, engagement with stakeholders including financiers and government, internal and external reporting, and risk management. The role will also oversee major projects at existing assets, acquisitions and disposals.

Position responsibilities

Property Development, Major Projects, Acquisitions and Disposals

- Oversee project delivery, ensuring key milestones, budgets and compliance requirements are met.
- Negotiate development agreements, contracts of sale, leases, construction contracts and other legal documents.
- Lead feasibility assessment, financial modelling, due diligence and coordinate funding submission development.

- Oversee design development, ensuring projects meet funding and service level expectations.
- Identify and manage project risks and compliance activities.
- Manage key stakeholder engagement, including local, state and federal government.
- Prepare high quality reports for executive and Board level approval.
- Promote and model Unison's values and Code of Conduct in all interactions with colleagues, renters, clients and the broader community.
- Be flexible and undertake any other duties as reasonably directed.

People Management

- Lead, motivate and manage an engaged, capable and productive team to achieve positive outcomes for renters.
- Maintain high standards of professional practice within the team through the provision of support, guidance and coaching. Ensure constructive feedback is provided through regular supervision and performance reviews.
- Ensure team members receive mentoring and guidance and have access to opportunities to support their professional growth and development.
- Where required, undertake performance management and succession planning.

Key selection criteria

- Tertiary qualifications in property, construction, design or related discipline.
- Demonstrated experience in property development management.
- Strong commercial acumen, financial analysis, technical knowledge and project management skills.
- Strong professional written and verbal communication skills, with an ability to influence and engage with people at different levels of an organisation.
- Ability to show initiative and work autonomously, with a high level of enthusiasm, resilience and positivity

Safety and wellbeing

Staff may be required to interact with Unison's renters and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

Employment conditions

All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

Equal employment opportunity

Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.