

POSITION DESCRIPTION

Business Development Manager (Community Housing)

OVERVIEW

PROGRAM	Assets and Development
POSITION REPORTS TO	Director Assets and Development
DIRECT REPORTS	Nil
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates encouraged to apply
DATE PREPARED	12 November 2025
AWARD	SCHCADS Award Level 8.3

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal¹ community organisation responsible for managing more than 1,600 rental properties for Aboriginal people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na woorn-tyeen maar-takoort*. As the housing and homeless policy lead in the Victorian Aboriginal community, AHV has a responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal rental provider, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made, and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion, courtesy and dignity in our relationships with our clients, our stakeholders and with each other

AHV is also committed to promoting and protecting the interests and safety of children.

¹ Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

PROGRAM INFORMATION

The Business Development Manager is a key role within the Assets and Development Division, which has core responsibilities for:

- Increasing the supply of housing for Aboriginal Victorians
- Ensuring that AHV's housing is appropriately located, maintained and suitable to meet compliance requirements and AHV's social and community objectives.
- Contributing to the growth and development of the Aboriginal housing sector.

The Division is responsible for a range of total asset management functions that include Asset Strategy and Planning, Property Developments and Acquisitions, Asset Recycling and Maintenance; and developing KPIs and benchmarks to achieve best practice asset management.

The Division is led by a director, who has overarching responsibility for delivery of the Assets and Development Division's roles and responsibilities.

PURPOSE OF THE POSITION

The Business Development Manager is responsible for delivering AHV's growth ambitions by identifying and securing new development and growth opportunities, partnerships and financing models that align with AHV's strategic objectives and asset management strategy.

KEY RESPONSIBILITIES

- Establish and maintain a development pipeline, capable of delivering a minimum of 100 homes per year until 2030, subject to the availability of suitable funding.
- Manage the preparation of funding submissions for new housing, including AHV-lead projects, turnkey and developer-lead housing, which will generally require co-ordination and leadership of internal and external expertise.
- Build and maintain strong relationships with developers, real-estate agents, local councils, relevant government authorities, housing associations, ACCOs, property designers, builders and industry experts for the purpose of positioning AHV to quickly capitalise on potential funding opportunities.
- Development of MoU's and partnership agreements with organisations with interests that can provide housing opportunities which align with AHV's values and business operations.
- Work closely with the Finance Division to identify and advise on preferred project funding structures and models, drawing on external commercial funding expertise as required.
- Lead the development of internal business structures/systems to support better access to funding and opportunities to broaden the scope of housing being provided by AHV.
- Keep informed and understand major policy, funding and financing initiatives from both the Federal and State Government and other sources.
- Exercise a duty of care to work, taking reasonable care to protect your own health and safety and that of your fellow workers, and clients including following safe working procedures and instructions.
- Strong stakeholder management to develop positive internal and external relationships.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills.

QUALIFICATIONS AND LICENSES

- Degree in Engineering/Architecture/Construction Management/Town Planning/ Property or relevant discipline.
- Project management certification and/or sound knowledge of project management techniques.
- Current Victorian Driver's Licence.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal communities and cultures, and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Proven experience in client-side business development in housing, preferably in the community housing sector, delivering a significant supply of housing.
- Demonstrated experience in successfully leading and managing project teams to achieve agreed outcomes, including the preparation of funding submissions to both the public and private sectors and subsequent contractual negotiations.
- Excellent communication skills, both verbal and written, particularly in the preparation and presentation of internal reports, briefing documents, business cases and reports to Boards, Sub-Committees and Government Agencies.
- Proven experience in implementing continuous improvement to drive better business practices and systems.
- Proven commercial acumen in relation to housing projects and demonstrated understanding of development economics/feasibility.
- Proven understanding of relevant building, planning and other development requirements.
- Experience in effectively delivering works that are of a high professional standard, in consultation with key stakeholders and compliant with relevant internal and external standards, policies and procedures.
- Demonstrated establishment of partnerships that support the delivery of housing.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment as included in the Contract of Employment.
- AHV is an equal opportunity workplace.
- A National Police Records Check and Working with Children Check, satisfactory to AHV, are required before commencement.
- Attendance at mandatory and other training as required.
- Constructive/active participation in key AHV activities, which support renters and the Aboriginal community more generally e.g. AHV NAIDOC Family Day