



POSITION DESCRIPTION

Property Developments and Acquisitions Manager

OVERVIEW

PROGRAM	Assets and Development
POSITION REPORTS TO	Director Assets and Development
DIRECT REPORTS	Assets Administration and Procurement Coordinator
IDENTIFIED POSITION	No
DATE PREPARED	25/05/2022
AWARD	SCHCADS Award Level 8.1

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,569 rental properties for Aboriginal and/or Torres Strait Islander 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 worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has 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 renters 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, renters, government and stakeholders

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

AHV is as a workplace taking active steps to stop men's violence against women and has a zero tolerance approach to violence in any form.

PROGRAM INFORMATION

The Property Developments and Acquisitions Manager is part of the Assets and Development division. The Assets and Development division, which also includes Maintenance, Asset Management and Asset Developments, is responsible for a range of total asset management functions that include; Asset Planning, Property Developments/Acquisitions, Maintenance and Asset Recycling.

PURPOSE OF THE POSITION

The Property Developments and Acquisitions Manager is responsible for delivering growth ambitions through securing new property development opportunities that align with AHV's mission and strategic asset management plan. They will support the Director Assets and Development to establish, embed and maintain high quality, standardised Property Development across AHV.

KEY RESPONSIBILITIES

- Oversee the tender, design, project feasibility and funding of AHV led property development projects or turnkey purchases from developers.
- Researching and scoping potential property development opportunities that align with AHV's mission and strategic objectives to develop and maintain strong pipelines of development opportunities across Victoria.
- Build and maintain strong relationships with developers, real-estate agents, local councils, relevant government authorities, housing associations, ACCO's, property designers, builders and industry experts for the purpose of positioning AHV to quickly capitalise on potential development opportunities.
- Ensure development milestones and projects are delivered to a high quality, within scope, compliant with all regulatory standards (Building Codes, NDIS SDA standards, ISO standards, etc.), on time and within budget.
- Provide expert strategic and operational property development advice with currency of applicable relevant legislative, compliance and tender requirements.
- Management of the development pipeline prospects and works from concept and tender submission through to approval and endorsement for program delivery manager to deliver.
- Identify, document, address and escalate any actual or perceived issues, risks and opportunities on projects to ensure effective mitigation strategies are put in place with their resolution in a timely and professional manner.
- Develop and implement effective management systems and programs within agreed expenditure and budget.
- Regular engagement of and reporting to key stakeholders, both internal and external, on the progress of property development procurement, activities and performance against project timelines and milestones.
- Lead and facilitate compliance with established quality standards, policy and processes including in relation to workplace health and safety.
- Lead, manage and develop a high performing team focused on development and delivery of high quality property development projects.
- Perform other duties as directed that fall within the scope of the position and/or the incumbent's knowledge and skills.

QUALIFICATIONS AND LICENSES

- Degree in Engineering/Architecture/Construction Management/Town Planning/ Property or relevant discipline
- PRINCE2 or Project management certification and/or sound knowledge of project management techniques

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 concept development, feasibility studies, planning and delivery of new developments and projects.
- Demonstrated experience in successfully leading and managing project teams to achieve agreed outcomes.
- Sound experience preparing comprehensive management reports and evaluations.

- Sound experience and knowledge of OH&S as it applies to the housing and construction industry.
- Proven experience in cost planning, cost control, forecasting and commercial administration.
- Proven understanding of Australian Standards, Building Codes of Australia, Council and other relevant development requirements.
- Excellent communication skills, both verbal and written.
- High level interpersonal skills, with a demonstrated capacity to work collaboratively with peers, staff and other stakeholders, and exercise influence in a range of contexts.
- Ability to work independently, including capacity to exercise effective personal judgement.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- A current National Police records check and Working with Children Check are required.
- Attend mandatory and other training as required.