



POSITION DESCRIPTION

Senior Development Manager

OVERVIEW

PROGRAM	Assets and Development
POSITION REPORTS TO	Director Assets and Development
DIRECT REPORTS	3
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates are encouraged to apply
DATE PREPARED	9 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 Senior Development Manager is part of the Assets and Development Division. The Assets and Development Division's core role is to lead the development and implementation of asset management strategies that align with and inform AHV's strategic directions; develop and maintain high-quality policies, systems, and practices to achieve optimal return on investment and effectively deploy AHV's social housing assets. It has lead responsibility for:

- Preserving and growing the value and size of AHV's asset portfolio.
- Ensuring that housing stock is appropriately located, maintained and suitable to meet compliance requirements and AHV's social and community objectives.
- Contributing to the asset capability of the Aboriginal housing sector where required.

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 administration.

The Division will ensure a holistic approach to total asset management, incorporating planning, acquisition, maintaining and disposing of/redeveloping assets. 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 Senior Development Manager is responsible for implementing and overseeing the delivery of new capital development projects. The Senior Development Manager ensures timelines, compliance and quality standards are met, and managed within budget parameters. As most projects are likely to be delivered by external contractors, the Senior Development Manager will manage these contractual arrangements and maintain project management systems that enable open and accessible information for AHV senior managers.

KEY RESPONSIBILITIES

- Oversee and direct delivery of a range of housing projects of varying size and complexity to agreed scope, timelines and budget.
- Systematically assess and monitor the development and review of projects and consultant activity, with significant focus on planning and delivery of built form and community outcomes.
- Administer construction contracts with successful contractors following tender evaluation and manage delivery across the design and build phases until completion/handover to Housing Services.
- Oversee and direct external and internal development project managers/contractors.
- Facilitate communication between team members and key stakeholders, regularly engage and report to key stakeholders, both internal and external, on the progress of property development procurement, activities and performance against project timelines and milestones.
- Prepare briefs for various technical consultancies, which may include, architectural, engineering, quantity, and land surveying.
- Maintain high-quality and accessible project management systems and databases.
- Prepare high-quality reports and other briefs and correspondence, in relation to milestones, budget, issues and solutions and development opportunities for presentation to the Executive team, Board, Government and other funding agencies.
- Proactively review project key performance indicators and budget reports and address variances and/or develop improvement strategies as appropriate.
- Maintain relevant knowledge of OHS issues and ensure that all contracts specify contractor management procedures and safe systems of work.

- Work with the Business Development Manager (Community Housing) to:
 - Assist in innovative new design solutions.
 - Actively contribute to the early stages of property development process.
 - Contribute to coordinating inputs for operational financial modelling and feasibilities for development projects.
 - Handover or commission finished developments to the Strategic Assets Manager and the Aboriginal Housing Outcomes Division.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills.
- 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.

QUALIFICATIONS AND LICENSES

- Degree in Engineering/Architecture/Construction Management/Town Planning/ Property or relevant discipline and/or relevant experience.
- PRINCE2 or 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.
- Have a strong knowledge of contemporary building and construction industry practices and processes.
- Proven experience in concept development, feasibility studies, planning and delivery of new developments and projects.
- Demonstrated experience in successfully leading and managing internal and external project teams to achieve agreed outcomes.
- Sound experience in 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.
- Technical knowledge of Design, Pre-Construction and Construction processes and projects.
- Sound working knowledge of project management techniques and experience in the delivery of residential projects to agreed scope, time and budget.
- 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 the capacity to exercise effective personal judgement.

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