



Government of South Australia
SA Housing Authority

MANAGER AFFORDABLE HOUSING CAPITAL PROGRAM

JOB & PERSON SPECIFICATION

OCTOBER 2020



ROLE DESCRIPTION

1. ROLE DETAILS			
Role Title	Manager Affordable Housing Capital Program	Classification Level	ASO8
Role No		Discipline	Administrative
Directorate	Portfolio Planning and Asset Management	Date Created	May 2020
Branch/Unit	Investment and Portfolio Planning	Date Approved	September 2020
Reports To	Senior Manager, Investment and Portfolio Planning	Date Reviewed	September 2020
2. ROLE CONTEXT			
Role Summary	<p>The Manager Affordable Housing Capital Program is a role within Portfolio Planning and Asset Management and is accountable to the Senior Manager, Investment and Portfolio Planning for:</p> <ul style="list-style-type: none"> • The delivery of affordable housing capital program in the Authority's strategic plan leading to enhanced housing and economic development outcomes. • Delivery of high level, robust feasibility analysis and financial modelling. • Proactively manage affordable housing sales strategy to achieve timely sales to affordable housing customers and inform future development decisions. • Provide proactive strategic leadership within a well-developed team that is committed to the Authority's vision and values. • Develop operational policy and procedures for the delivery of affordable housing investment by both the Authority and the private sector • Become an integral part of a driven and supportive management team. • Deliver high quality sustainable outcomes whilst building synergies across the organisation and leading asset services. 		
Reporting/Working Relationships	<ul style="list-style-type: none"> • Senior Manager, Investment and Portfolio Planning (direct manager). • Executive Directors and Senior Managers across the Authority. • Manages the Affordable Housing Capital Program team and liaises with other Investment and Portfolio Planning staff. • Internal and external customers and stakeholders including other Government agencies, property industry representatives, regulatory bodies, Councils and other land development government agencies. 		
Special Conditions	<ul style="list-style-type: none"> • Successful applicant will be required to satisfactorily complete a Background Screening and National Criminal History Record Check (NCHRC) prior to being employed and every three years.. 		
3. QUALIFICATIONS			
Essential	Tertiary qualifications in land economics, development, valuation, commerce, urban planning or equivalent.		

4. PRIMARY OUTCOMES AND ACCOUNTABILITIES	
KEY RESPONSIBILITIES	RELATED TASKS
Investment and Urban Planning	<ul style="list-style-type: none"> Utilising internal and external data sources to identify and propose strategy direction for affordable housing capital program (ie where, what type and when). Focus on land economics through influencing development and redevelopment potential, land values and influencing internal and external drivers, decisions and timing. Working with industry to support the sustainability and value of the sector. Providing high level advice to the senior management team on investment and state-wide portfolio planning risks and opportunities. High level research and analysis of property market performance to inform and guide the Authority's portfolio planning and land development strategies.
Strategic Outcomes	<ul style="list-style-type: none"> Deliver on the Authority's affordable housing capital strategy through highly sophisticated portfolio planning, urban planning, investment strategies and asset strategies Proactive, high level, timely and accurate whole of reporting. Contribute to the achievement of strategic plan and business plan objectives. Contribute to the Authority's strategic plan and business plan development.
Strategic alliances and partnership	<ul style="list-style-type: none"> Initiate and maintain effective relationships with property developers, sales agents, valuers, Community Housing providers, investors, land information suppliers, regulatory bodies and other key sector providers. Build strategic alliances and partnerships to achieve innovative approaches to service delivery.
Leadership and Management	<ul style="list-style-type: none"> Lead a highly engaged and skilled team through clear goal setting aligned to the Authority's strategic and business plans, performance review, training and development directed towards skills gaps and consistent and robust governance and accountably practices. Establish and maintain effective management and accountability structures that support continuous improvement. Significant independence of action including the use, allocation and management of both financial and human resources.
Organisational Contribution	<ul style="list-style-type: none"> Model ethical behaviour and practices consistent with SA Government Code of Ethics for Public Sector Employees and the Authority's stated values. Provide a safe and healthy workplace and identify an act on potential workplace hazards as well as identify and implement procedures to manage and minimise risks within the Authority. Understand and follow the principles and practices of the <i>Information Sharing Guidelines for Promoting Safety and Wellbeing</i> (ISG) and the Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.

5. SAHA CAPABILITIES	
Relating & Communicating	<ul style="list-style-type: none"> Identify and develop key strategic relationships and networks to achieve goals, increase market knowledge and create communication channels. Build multidisciplinary dynamic teams that utilise expertise and experience and maximise performance and output. Use negotiation and influential communication to achieve desired outcomes, convey information and mediate conflict.
Client Focus	<ul style="list-style-type: none"> Translate client service vision into strategies that enhance operations. Monitor trends and progress and adapt strategies, procedures and policies to deliver the highest levels of service.
Achieving Objectives	<ul style="list-style-type: none"> Original strategic thinking, creativity, the exercise of significant levels of independent risk based judgment and the sound exercise of delegated authority. Analyse current/potential resources and optimal courses of action and recognise the risks and benefits of actions to achieve step-change results. Establish links between organisational and team objectives through highly effective performance management practices including robust governance, targeted development and clear accountability for delivering high standards and quality outcomes.
Personal Drive & Professionalism	<ul style="list-style-type: none"> Role model the vision and values of the Authority and Division and inspire commitment amongst colleagues, staff and stakeholders. Recognise potential leaders and develop succession planning models to safeguard the Authority's future.
Continuous Improvement	<ul style="list-style-type: none"> Gain commitment and support from all levels of the Authority to develop and drive change initiatives. Analyse information and proactively develop strategies, frameworks and action plans to maximise opportunities and minimise potential risks.
Respect Cultural Diversity	<ul style="list-style-type: none"> Take action and provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds as well as engaging in learning about other cultures to better establish relationships and improve services.
6. ROLE SPECIFIC CAPABILITIES	
1	<p>Strategic Leadership - an ability to articulate a shared vision and secure the engagement of staff, stakeholders and colleagues resulting in the high level achievement of agency-wide strategies, plans and objectives. Strong commercial leadership approach.</p>
2	<p>Communication Skills – exceptional written and verbal communication and presentation skills and the ability to relate effectively with individuals and groups at all levels both internal and external to the organisation.</p>
3	<p>Develop Policy and Procedures – anticipate the need for the development of new policies and procedures; provide direction and technical advice on changes to existing policy/procedures.</p>
4	<p>Knowledge Base – sound knowledge and experience in best practice portfolio planning and land development policy, strategy and implementation. Sound knowledge and experience in land use legislation, regulation and government policy in an urban planning context. Sound knowledge and experience in feasibility analysis and presentation to stakeholders.</p>
5	<p>Business Development – significant experience in new business development and business planning, and the implementation of new and continuous improvement initiatives.</p>
6	<p>Relationships and Partnerships – demonstrated senior level experience in establishing networks and relationships with key stakeholders, the industry and with a diverse range of individuals to generate benefits for the organisation.</p>



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.