



Government of South Australia
SA Housing Authority

LAND DEVELOPMENT MANAGER

JOB & PERSON SPECIFICATION

OCTOBER 2020



ROLE DESCRIPTION

1. ROLE DETAILS			
Role Title	Land Development Manager	Classification Level	ASO8
Role No		Discipline	Administration
Directorate	Portfolio Planning and Asset Management	Date Created	June 2020
Branch/Unit	Capital Renewal Programs	Date Approved	
Reports To	Manager Urban Renewal	Date Reviewed	September 2020
2. ROLE CONTEXT			
Role Summary	<p>The Land Development Manager is a role within Portfolio Planning and Asset Management and is accountable to the Manager of Urban Renewal Projects for:</p> <ul style="list-style-type: none"> project managing multiple SA Housing Authority's Urban Renewal land development projects. coordinating and managing land subdivision projects to achieve broader project vision, goals, objectives and KPI's established by the Director or Manager of Urban Renewal Projects. all aspect of development planning, design and delivery, feasibility analysis, due diligence, financials and identifying risks and opportunities across the pipeline. ensuring projects are delivered on time and within budget. providing data and support to ensure the financial performance of the projects and its stages are in line with the project's commercial assessment and business plan. adhering to SA Housing Authorities core values. 		
Reporting/Working Relationships	<ul style="list-style-type: none"> Reporting to: Manager of Urban Renewal Developing and managing key stakeholder relationships where appropriate in addition to internal and external stakeholder liaison and project team coordination. Project teams within Capital Programs External consultants, partners, providers, and suppliers Staff within the Directorate SA Housing Authority tenants and regional offices who manage those tenancies. Senior level staff across the SA Housing Authority, and other Government and non-government agencies 		
Special Conditions	<ul style="list-style-type: none"> Successful applicant will be required to satisfactorily complete a National Police Check (NPC) prior to commencement Some inter and intrastate travel involving overnight absences may be required. Some out of hours work may be required. 		
3. QUALIFICATIONS AND EXPERIENCE			
Essential	<ul style="list-style-type: none"> Experience in residential and land development. Managing projects, consultants, planning and development approval processes, feasibilities, due diligence, financials, project budgets and stakeholder liaison. Experience in managing land subdivision projects working to business plans, project budgets and delivery within program timeframes Complete development cycle experience; including but not limited to design management, planning, marketing, sales, procurement, delivery, settlements, handover, and customer service. Excellent written and verbal communication and negotiation skills. An Assistant Land Development Manager with industry experience wanting to progress into a Development Manager role will be considered. Substantial land development experience is required. Tertiary qualifications in either property, development, business, land economics, finance, and or planning 		

4. PRIMARY OUTCOMES AND ACCOUNTABILITIES	
KEY RESPONSIBILITIES	RELATED TASKS
Project Management	<ul style="list-style-type: none"> • Manage resources, determine priorities, and direct organisational effort to achieve project and program goals and meet directorate objectives. • Establish timelines and provide regular reports, briefings, and other relevant correspondence to SA Housing Authority Executives. • Coordinate and monitor significant multiple project budgets and staffing resources to facilitate project completion.
Program Development and Management	<ul style="list-style-type: none"> • Provide strategic leadership in policy development, implementation for national and state-wide programs. • Take full responsibility for the definition, documentation, and successful completion of complex programs, ensuring that realistic project, quality, change control and risk management processes are maintained. • Oversee the evaluation of capital programs and project delivery standards.
Leadership and Management	<ul style="list-style-type: none"> • Provide strategic input into the identification and management of funding priorities for the development of projects and models. • Lead, manage and undertake performance development planning processes and effectively deploy project team staff. • Develop team goals and objectives to achieve project and program outcomes. • Establish and maintain effective management and accountability structures that support continuous improvement. • Contribute to all aspects of business planning and provide advice and support.
Relationships and Communication	<ul style="list-style-type: none"> • Positively engage with SA Housing Authority tenants who may be impacted by the Authority's land development or capital works program. • Lead strategic communication and provide high level advice to relevant stakeholders in areas that impact on SA Housing Authority's future direction. • Establish and maintain effective and open networks, relationships and communication channels with key SA Housing Authority staff and clients to attain project and program objectives. • Build, manage and maintain positive and collaborative working relationships with other divisions of SA Housing Authority to support the implementation of project and program recommendations. • Develop and implement communication strategies for stakeholders to provide clarity and understanding on the purpose and achievements of capital programs. • Prepare high quality verbal and written information, including briefings, reports, submissions, presentations and ministerials within required deadlines.
Organisational Contribution	<ul style="list-style-type: none"> • Provide a safe and healthy workplace for team/unit and identify and act on potential workplace hazards as well as identify and implement procedures to manage and minimise risks within the SA Housing Authority. • Promote the principles of a sustainable working environment through the education of staff at a personal and organisational level. • Model ethical behaviour and practices consistent with SA Government Code of Ethics for Public Sector Employees and SA Housing Authority stated values. • Support the department's greening initiatives. • Understand and follow the principles and practices of the <i>Information Sharing Guidelines for Promoting Safety and Wellbeing</i> (ISG) and the SA Housing Authority Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department. • Identify and coordinate the provision of practical advice and personal support services to people affected by an emergency as part of the Emergency Relief Functional Support Group led by SA Housing Authority as a part of the State Emergency Management Plan.

5. SAHA CAPABILITIES	
Relating & Communicating	<ul style="list-style-type: none"> Identify and develop key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels. Build multidisciplinary teams that utilise expertise and experience and maximise performance and output. Use negotiation and influential communication to convey information and mediate conflict.
Client Focus	<ul style="list-style-type: none"> Analyse client service, trends, strategies, and standards and evaluate their impact on the current client service model. Translate the 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"> Establish links between organisational and team objectives and identify common goals across the business unit to deliver optimal use of resources. Develop clear performance measures and indicators and communicate these to employees. Use the current vision, strategy, timelines, and departmental goals to synthesise clear action plans and direction for all members within the team/business unit.
Personal Drive & Professionalism	<ul style="list-style-type: none"> Role model the vision and values of the department and inspire commitment amongst staff and stakeholders. Identify areas of expertise required by the department and develop and pursue learning plans accordingly. Provide influential leadership and advice when faced with difficult and/or high-pressure situations.
Continuous Improvement	<ul style="list-style-type: none"> Identify limitations in current strategic vision and develop innovative solutions to maximise outcomes. Recognise and promote change requirements across government and recognise the impact on the department/team. Analyse information and develop action plans to manage and minimise potential risks and maximise opportunities.
Respect Cultural Diversity	<ul style="list-style-type: none"> Act 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	Strategic Leadership – identify strategic goals and provide direction and influential leadership to others to achieve outcomes.
2	Complex Project Management Experience – utilise experience in complex project management and research including community consultation, negotiation, and development activities with a wide cross section of stakeholders.
3	Program Management Experience – utilise experience in managing the development, implementation and evaluation of complex projects, programs, and policies.
4	Strategy Management – manage and evaluate significant organisational strategies, campaigns, or other initiatives, including communication with stakeholders and clients.
5	Relationships and Partnerships – develop and maintain productive working relationships with all levels of Government, agencies, client, and community groups. Develop and lead partnering initiatives and involve clients and stakeholders in local initiatives.



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.