

Position Description

Position Title	Development Support Officer
Location	Adelaide Office
Child Safety (Prohibited Persons) Act 2016	Non-prescribed
Award	Social, Community, Home Care & Disability Services Industry Award 2010
Classification	Social and Community Services Employee Level 4
Reporting Relationships	Reports to the Development Manager Direct reports: - Nil

Position's Primary Purpose

The Development Support Officer will support the Development Team in governance administration, internal and external reporting, stakeholder management, information and process improvements, and contribute to the successful delivery of projects within approved development programs.

Key Accountabilities

- Assist the Development Team with coordinating project planning across numerous programs of work, and coordination of project approvals.
- Assist the Development Team with all project support functions
- Assist the Development Team in the management and co-ordination of specific project tasks, as required.
- Assist with the preparation and coordination of project documentation, including arranging scopes of work for consultants/contractors, project briefs, tender and contract documentation, undertaking property due diligence and other related matters.
- Complete financial management processes including raising purchase orders, coding of invoices, and inputting of financial data as required.
- Assist in the monitoring and reporting on works in accordance with the agreed delivery program.
- Contribute to and coordinate the continuous improvement of documented processes and procedures for the Development team
- Optimisation of accurate and consistent data and reporting within our systems
- Contribute to a positive "can do" team culture with a focus on delivering great housing outcomes effectively.

Key Relationships

Who	How
Internal	
Development Team	Liaise on relevant documentation, project reports, tasks and administrative functions and report key information and/or risks.
Property Services Team	Develop and maintain positive relationships which support collaboration to achieve divisional goals.
External	
Stakeholders	Develop and foster positive relationships with contractors, other organisations, external stakeholders and the wider community

Position Description

Core Values

Junction aspires to deliver flexible and responsive services that are underpinned by the following core values:

 IMPACT	 PASSION	 INTEGRITY	 RESPECT	 COLLABORATION
<i>We are determined to make a meaningful difference with a long-term impact and ripple effect of positive change.</i>	<i>Our tenacity brings passion to our purpose, fuelling our motivation and unwavering commitment to drive change.</i>	<i>Trusting, fair and supportive, we act with openness and honesty, preserving the dignity for the clients and tenants we work with.</i>	<i>We have an inherent belief in the value of all people and respect the right to navigate life's complexities with choice and control.</i>	<i>United by compassion and a true sense of solidarity, we are a like-minded group working together towards our vision.</i>

Capability Summary

The Junction People Capability Framework applies to all employees and is key in ensuring our Values are embedded in all we do. See attached list of all capabilities for the level of this role.

CAPABILITY GROUP	CAPABILITY NAME			
OUTCOMES FOCUSED	Positively impact clients	Deliver results	Drive innovation	Plan and prioritise
PERSONAL ATTRIBUTES	Act with integrity	Live our values and embrace	Show resilience and adaptability	Display self-awareness and motivation
POSITIVE RELATIONSHIPS	Client centric	Influence and negotiate	Communicate effectively	Work collaboratively
LEADERSHIP & PEOPLE MANAGEMENT	Inspire and lead with purpose	Manage through our Values	Support and develop our people	Make sound and agile decisions
BUSINESS ENABLERS	Manage change	Optimise resources	Leverage technology	Understand financial requirements

Position Requirements

- A satisfactory Working with Children Check (WWCC) or General Probity Check must be completed, (as applicable), prior to commencing employment and maintained thereafter
- Current Safe Environments Certificate is required, and the employee must comply with relevant state legislation to support a child safe organisation
- Willing to work occasional flexible hours to meet operational requirements

Selection Criteria

Education and Knowledge

- Degree or tertiary qualifications in a construction, property or finance related field (eg Construction Management, Quantity Surveying, Project Management, Engineering, Architecture, Valuation, Commerce or Urban Planning) – or equivalent property industry experience or currently studying in a relevant field

Skills and Experience

- Demonstrated experience in providing project support in a medium-sized organisation – essential
- Demonstrated experience managing multiple tasks in a time sensitive environment (eg. project based environments) and attention to detail – essential
- Strong communication and interpersonal skills with a customer service focus across all levels of an organisation
- Ability to work professionally and maintain strict confidentiality
- Intermediate level computer literacy using the Microsoft Office Suite including Word, Excel and PowerPoint and other database applications - essential.
- Ability to prioritise workload, use initiative and work both independently and as part of a team
- Demonstrated experience in maintaining accurate records
- Well-developed written communication skills with sound spelling and grammar
- Experience working in an affordable housing or property industry organisation - desirable
- Experience working in Community Housing sector or Property sector - desirable
- Strong work ethic, enthusiasm, and desire to contribute to business success

Equal Employment Opportunity

Junction is an equal opportunity employer that embraces a culture of diversity. We encourage applications from the Aboriginal and Torres Strait Islander community, people with disability, and people from every culture, gender and sexuality identity, age and ethnic background. Junction is committed to being a Child Safe organisation and has zero tolerance for child abuse.

OUTCOMES FOCUSED	PERSONAL ATTRIBUTES	POSITIVE RELATIONSHIPS	LEADERSHIP & PEOPLE MANAGEMENT	BUSINESS ENABLERS
Positively Impact Clients <ul style="list-style-type: none"> Actively works to understand clients/customers and stakeholders Engages clients/customers in a friendly and appropriate manner Shows respect for clients/customers and stakeholders 	Act with integrity <ul style="list-style-type: none"> Acts in accordance with Junction Values and Code of Conduct Is honest, ethical and professional Acknowledges mistakes and learns from them 	Client Centric <ul style="list-style-type: none"> Actively works to understand clients/customers and stakeholders Engages clients/customers in a friendly and appropriate manner Shows respect for clients/ customers and stakeholders 	Inspire and lead with purpose <ul style="list-style-type: none"> Supports others to understand the organisational direction Contributes to the development of team goals and helps others to do the same Recognises and acknowledges team members achievements and successes 	Manage change <ul style="list-style-type: none"> Supports and participates in change initiatives, assisting others to understand Recognises doubts about change in the workplace and is open to transparent conversations about those doubts Recognises barriers to change, both own and colleagues, supporting each other to accept and facilitate change
Deliver results <ul style="list-style-type: none"> Focuses on own performance and seeks to deliver quality services Seeks clarity of tasks, asks questions, knows what is expected of them Energetically approaches challenges Reports progress and any potential delays or issues which may impact on others 	Value and embrace diversity <ul style="list-style-type: none"> Sees differences in people as valuable and potential assets Values diversity of thought and includes everyone within the team Is open-minded – listen to learn and understand 	Influence and negotiate <ul style="list-style-type: none"> Contributes to finding effective solutions that influence positive outcomes Works with team to manage workload and/or priorities Participates in discussions to resolve differences with others 	Contributes to a positive focus safety <ul style="list-style-type: none"> Shows genuine care for the safety and wellbeing of self, others and the communities Follows all Work, Health and Safety policy/procedures, contributes to safety and works with others to achieve a zero-harm environment 	Optimise resources <ul style="list-style-type: none"> Works with team members to make effective use of resources to maximise service outcomes Works with team members to ensure a combined and accurate understanding of processes and practices for the work place Works with team members to identify team expectations and standards with a focus on efficiency
Drive innovation <ul style="list-style-type: none"> Shows a willingness to try new ways of working Generates and shares ideas about ways to continuously improve work and solve problems Looks for better ways to achieve the right outcome 	Show resilience and adaptability <ul style="list-style-type: none"> Works to embrace and assist change Helps to engage others in the change process Shows resilience in times of uncertainty 	Communicate effectively <ul style="list-style-type: none"> Actively listens to clients/tenants and colleagues Contributes to team discussions and planning Keeps stakeholders informed of progress and issues 	Support and develop our people <ul style="list-style-type: none"> Responds flexibly to changing demands Helps others to identify development opportunities to increase capability 	Leverage technology <ul style="list-style-type: none"> Is familiar and confident in using office software applications and technology Understands the function of the technology currently used in role Understands and complies with information, communication and document control policies, systems and security protocols
Plan and prioritise <ul style="list-style-type: none"> Sets priorities and organises self to meet deadlines Discusses and agrees work plans, timelines and goals with direct lead Regularly tracks progress on work tasks and adjusts work priorities accordingly Provides input to the development of team work plans and goals 	Display self-awareness and motivation <ul style="list-style-type: none"> Looks for opportunities to learn from the feedback of others Is prepared to challenge self and take calculated risks Is open to development of capabilities that help attainment of goals 	Work collaboratively <ul style="list-style-type: none"> Helps others who need guidance or direction on a job Shares information, ideas Acknowledges others' efforts 	Make sound and agile decisions <ul style="list-style-type: none"> Makes and implements routine decisions on daily work in a timely manner Consults and seeks necessary information as a basis for decisions Explores various possibilities and generate innovative solutions 	Understand financial requirements <ul style="list-style-type: none"> Understands budgets can only be used for intended purposes Appreciates the importance of accuracy in estimating costs, analysing financial data and recording transactions Uses all resources wisely and efficiently