

Position Title	Development Manager (Pipeline)
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 7
Reporting Relationships	Reports to the Senior Manager, Development Direct reports - Nil

Position's Primary Purpose

Repositioning and growing the housing portfolio helps our organisation meet its objectives of providing more housing for its customers, along with meeting our contractual commitments with key stakeholders. The Development Manager (Pipeline) is responsible for investigating, planning and executing key growth targets in Junction's housing strategy including undertaking key project delivery.

Key Accountabilities

- In conjunction with the Property and Finance Leadership Team, lead and ensure the due diligence, planning, and delivery of Junction's housing development growth strategy (Pipeline), including:
 - Lead the due diligence process for identified opportunities, including project feasibilities / cashflow analysis, and planning / infrastructure investigations and approvals.
 - Contribute to the strategic repositioning of housing portfolios, including contracted development programs
 - Work closely with the finance team to secure funding as required
 - Work closely with the property industry to identify and secure strategic opportunities
 - Contribute to the operating model of housing projects, particularly with Build to Rent Asset Class
 - Lead the development management of approved strategic projects from concept feasibility through the full development lifecycle;
 - Lead and ensure appropriate levels of direction and support to the development team to ensure the delivery of effective and timely program plans;
 - Review and report on strategic development projects and programs, contract documentation; specifications and plans, draft project documentation, reports and correspondences as required to ensure projects are delivered within approvals;
 - Ensure the early identification of risks and opportunities within projects in delivery, with corresponding mitigation strategies;
 - Contribute and manage the appointment and coordination of project teams (including external consultants and key stakeholders);
 - Review and approve budgets, business cases, investment approvals and sales and marketing plans; and

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- Lead and approve the preparation & evaluating of tenders, requests for quotes and submissions as required
- Ensure the development team have a strong knowledge of the property and construction market
- Complete project feasibility studies, financial modelling, and prepare project budgets, and cash flows. Manage financial reporting as required
- Contribute to the ongoing documentation of development procedures to ensure the efficient and consistent delivery of housing outcomes in accordance with the National Regulatory System for Community Housing or other relevant quality standards adopted by the organisation
- Contribute to the development of divisional and project specific annual budgets and forecasts, ensure projects are scoped, designed and delivered on time, budget and agreed quality. Management of the reporting against these deliverables accordingly
- Ensure that risk management processes are followed and risk reporting is updated as required
- Lead a focus on safety and wellbeing and ensure all work is undertaken in accordance with WHS policies
- Ensure contractual and statutory compliance of developments in delivery
- Contribute to the development of strategies that meet the growth objectives of Junction
- Identify development opportunities within existing and new development sites that meet Junctions strategic objectives
- Ensure all contracts are in the best interests of Junction and its stakeholders

Key Relationships

Who	How
Internal	
Executive Manager	Liaise on operational matters and report key project information and/or project risks that may impact upon the delivery of program plans Support Property Services team in operationalising projects at completion to become operational
Senior Manager	Liaise on strategic initiatives and pipeline program planning to assist in developing clear plans that are delivered by the team, using delivery experience to input into planning process
Stakeholders	Develop and maintain positive relationships which support collaboration to achieve organisational goals
External	
Stakeholders	Manage effective relationships within defined parameters within the program to achieve organisational development goals
Contractors/Consultants	Build rapport and maintain a collaborative and connected approach to service delivery through strong working relationships
Development Partners	Develop effective partnerships to deliver positive outcomes

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
- Holds a current unencumbered Australian Driver's Licence or equivalent, and is willing to drive
- 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 (Construction Management, Quantity Surveying, Project Management, Engineering, Architecture, Valuation, Commerce or Urban Planning) with 5 year's proven relevant experience within either a consultancy, builder or developer – essential
- Understanding of the policy, process and the relevant statutory requirements that underpin property development and construction
- An understanding of Development Management, Financial Modelling, and Project Management best practices

Skills and Experience

- Experience using Argus Estate Master software or other Discounted Cashflow modelling software – essential
- Demonstrated analytical thinking, problem solving and decision-making skills and ability to synthesise complex information
- The ability to lead, empower and develop a team
- High level computer literacy using Microsoft Suite and other applications
- Demonstrated project management skills and experience in delivering planned outcomes and managing multiple tasks in a Project based environment
- Excellent written communication skills including the ability to inform, influence and report
- Strong communication and interpersonal skills with a customer service focus across all levels of an organisation
- Ability to negotiate and positively influence project outcomes
- Ability to prioritise own workload, and that of others, work as part of a team, work independently and use initiative to progress assigned tasks
- Experience working in social or affordable housing – desirable

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.



LEADING OTHERS

OUTCOMES FOCUSED	PERSONAL ATTRIBUTES	POSITIVE RELATIONSHIPS	LEADERSHIP & PEOPLE MANAGEMENT	BUSINESS ENABLERS
Positively Impact Clients <ul style="list-style-type: none"> Encourages a strong customer-focus and builds understanding of client/customer perspectives within their team Fosters respect for clients/customers and stakeholders Delivers services that deliver positive outcomes 	Act with integrity <ul style="list-style-type: none"> Promotes ethical and professional behaviour Acts on inappropriate behaviour/ misconduct in alignment with Junction Values and Code of Conduct Takes responsibility for mistakes and learns from them 	Client Centric <ul style="list-style-type: none"> Actively works to understand clients/customers and stakeholders Encourages a strong client/customer-focus and builds understanding of client/customer perspectives within their team Promotes and expects respect, professionalism and fairness in all interactions with the community and people we support 	Inspire and lead with purpose <ul style="list-style-type: none"> Conveys the vision for their area in a compelling way Able to describe how their work, and the work of their team, contributes to organisational objectives Considers wider organisational objectives when making decisions and going about their work 	Manage change <ul style="list-style-type: none"> Actively promotes change processes and engages in the communication of change initiatives across the workforce Provides guidance, coaching and direction to others while managing uncertainty and change Engages employees in change processes and provides clear guidance and support Identifies and addresses barriers to change
Deliver results <ul style="list-style-type: none"> Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks Organises the team to deliver the required work program to a high quality Provides clear and accurate reporting of progress and performance 	Value and embrace diversity <ul style="list-style-type: none"> Recognises, encourages and includes individual differences and working styles Supports organisational goals by leveraging diversity of thought Encourages open dialogue on diversity and shares experiences and learnings 	Influence and negotiate <ul style="list-style-type: none"> Ensures that negotiations remain focused on the important issues Offers convincing arguments to make a strong case without getting personal or aggressive Settles disputes equitably by finding common ground and gaining cooperation 	Contributes to a positive focus safety <ul style="list-style-type: none"> Shows leadership and commitment to safety and wellbeing of self, others and the community Takes safety seriously and does not accept complacent behaviour, reports on good and bad news Effectively uses Junction's safety management systems 	Optimise resources <ul style="list-style-type: none"> Initiates and develops goals and plans to guide the work of the team, aligning to organisational objectives Allocates resources to ensure achievement of service outcomes Contributes to workforce plans that effectively distribute resources in delivering services
Drive innovation <ul style="list-style-type: none"> Encourages creativity and innovation Identifies and implements improved ways of doing things Constructively challenges the status quo 	Show resilience and adaptability <ul style="list-style-type: none"> Communicates the positive side of change for the team and organisation Assists the team to adapt to a changing environment Maintains an optimistic outlook and focus on the learning in difficult situations 	Communicate effectively <ul style="list-style-type: none"> Structures messages clearly and concisely, both verbally and in writing and limit jargon Explains complex information using easy to understand language Presents information effectively, outlines the effects and ensures key points are conveyed 	Support and develop our people <ul style="list-style-type: none"> Deals positively with uncertainty and copes effectively in a changing environment Acts as a coach and mentor, working with others to facilitate continuous improvement Recognises, acknowledges and rewards individual and team achievements 	Leverage technology <ul style="list-style-type: none"> Demonstrates a strong knowledge and use of technology relevant to the work program Uses existing technology and identifies ways to leverage its value in achieving team goals Supports compliance with records, information and knowledge management requirements
Plan and prioritise <ul style="list-style-type: none"> Develops plans that have clear appropriate goals and measurable objectives Anticipates change and builds contingencies Monitors progression of projects, team achievements against work plans and goals Manages priorities to achieve goals and objectives 	Display self-awareness and motivation <ul style="list-style-type: none"> Seeks and responds positively to constructive feedback and identifies areas of strength and improvement required Demonstrates a high level of personal motivation and encourages this in others Supports and enables others to achieve 	Work collaboratively <ul style="list-style-type: none"> Works effectively with other parts of the organisation and sector to deliver results Works collaboratively and cooperatively and recognises and rewards those behaviours in others Builds networks with peers 	Make sound and agile decisions <ul style="list-style-type: none"> Makes time sensitive decisions even when only limited information may be available Acknowledges personal responsibility for outcomes of decisions Makes clear, well-reasoned decisions Applies lateral and creative thinking to generate ideas and solutions and decide actions 	Understand financial requirements <ul style="list-style-type: none"> Is familiar with financial terminology, policies and processes Understands the impacts of funding allocations on team budgets Seeks financial specialist advice and support when needed