

# Role Description

## Assistant Development Manager



Planning,  
Industry &  
Environment

Cluster	Department of Planning, Industry and Environment
Agency	NSW Land and Housing Corporation (LAHC)
Division/Branch/Unit	Projects Division
Location	Parramatta
Classification/Grade/Band	Clerk 7/8
Role Number	Various
ANZSCO Code	132411
PCAT Code	TBA
Date of Review	April 2020
Agency Website	<a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a>

### Agency overview

The Department of Planning, Industry and Environment's (DPIE) mission is to enhance the lives of the people of NSW by driving priorities, brokering outcomes and delivering programs and services. The NSW Land and Housing Corporation (LAHC) is a Public Trading Enterprise within the DPIE cluster responsible for the public housing portfolio.

*Future Directions for Social Housing in NSW (Future Directions)* sets out the Government's vision to transform the social housing system, with LAHC playing a critical role through the Communities Plus program which is delivering 23,000 social housing dwellings, 500 affordable housing and 40,000 private housing dwellings over 10 years.

Projects Division delivers neighbourhood scale new supply projects (typically less than 100 dwellings), capital upgrade program's and provides development advice and services through a commercially focused outsourcing model to support the achievement of LAHC's business objectives. The scale of capital projects undertaken by the Division is in excess of \$400 million per annum.

### Primary purpose of the role

The role will report to the Development Director and is responsible for delivery of social housing. The purpose of the role is to facilitate and co-ordinate development activities across delivery teams ranging from meeting co-ordination, project viability assessment, project planning/ programming, development and financial control of projects. The Assistant Development Manager will assist in establishing project briefs, monitor strategy, timelines, budget, risk and issues management- these are key to achieving project objectives.

### Key accountabilities

- Assist the Development Director in driving a culture of collaboration by establishing and proactively coordinating activities across delivery teams.

- Manage positive working relationships with project stakeholders, including business partners, contractors, external consultants and other Government Agencies to guide contributions, manage expectations, report progress, leverage knowledge and foster long term relationships.
- Analyse, advise on, review and determine project and program risks, issues, and mitigation strategies to ensure the Projects division meets its obligations.
- Facilitate monitor, report and coordinate governance arrangements to ensure financial, cost, time and quality of planning, approvals and project implementation occurs in line with quality assurance practices.
- Evaluate, share and implement industry best practices to ensure continuous improvement in processes, procedures and activities.
- Provide advice and support to the Senior Development Manager(s) and Development/ Project Director(s), the Director- Program Delivery, the Executive Director- Projects and the LAHC Executive on the development, implementation, management and reporting of projects.

## Key challenges

- Managing reporting and team coordination requirements to meet milestones and objectives given the high volume work environment and competing priorities.
- Managing linkages and dependencies with other projects and initiatives and risks are identified and addressed.
- Delivering against internal expectations and partnering with key stakeholders to deliver on expert advice and professional services.
- Establishing and managing the myriad of relationships with key internal and external stakeholders to deliver project outcomes.

## Key relationships

Who	Why
<b>Internal</b>	
Senior/ Development Manager(s), Development Director(s), Director Program delivery, the Executive Director	<ul style="list-style-type: none"> <li>• Receive broad guidance, professional support, provide expert advice and exchange information</li> </ul>
Broader LAHC, Design Managers, Architects, Surveyors, Planners, Assets, Strategy, Project Managers, Policy holders, Development Services business units	<ul style="list-style-type: none"> <li>• To consult, collaborate, gain approvals, and obtain feedback, negotiate and manage situations.</li> <li>• To provide leadership, specialist advice, solutions, options, recommendations, evaluations and analysis/commentary on project matters</li> </ul>
<b>External</b>	
Existing and potential community, public and private stakeholders, including politicians, lobby groups, existing and potential project partners, technical experts and suppliers	<ul style="list-style-type: none"> <li>• Represent LAHC's interests, provide expert advice, influence decision making, build collaborative strategic alliances and partnerships to identify opportunities and facilitate innovation</li> </ul>

## **Role dimensions**

### **Decision making**

The Assistant Development Manager is accountable for the delivery of assigned tasks for self and team on agreed metrics and parameters. The Assistant Development Manager is also responsible for the quality, accuracy and integrity of the content of advice provided by self and the team.

### **Reporting line**

Development Director

### **Direct reports**

No internal direct reports, directly manages tasks as assigned by the relevant Director and Senior Development Manager(s).

### **Budget/Expenditure**

As per Administrative and Financial Delegation Instruments

## **Essential requirements**

- Formal qualifications and/ or relevant experience in construction management, property development or relevant business discipline.
- Awareness of the policy, process and the relevant statutory requirements that underpin property development and construction.
- Demonstrated project management skills and experience.
- Demonstrated analytical thinking, problem solving and decision making skills and ability to synthesise complex information.

## **Work Health and Safety Obligations**

As a staff member (or worker) you are required to:

- Take reasonable care for your own health and safety at all times and not adversely affect the health and safety of other people
- Comply with any reasonable instruction and cooperate with any reasonable health and safety policy or procedure
- Report workplace hazards
- Complete WHS induction training
- Report all workplace hazards, incidents and near misses
- Participate in the WHS consultative process.

## **Travel**

The role may involve travel both locally and regionally, including overnight travel, as required by the business and/or directed.

## Important Information

All Departmental employees are required to comply with policies and guidelines for employment equity and diversity, ethical and fair workplace practices, work health and safety and, code of conduct to ensure professionalism in the workplace.





Appointments to the Department are subject to reference checks. Some positions may also be subject to a criminal record check and a working with children check.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Adept</b>

Capability Set	Category and Sub-category	Level and Code
	Contract Management	3



## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
		<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>

## Occupation specific capability set Procurement

Category and Sub-category	Level and Code	Level Descriptions
Contract Management	3	<ul style="list-style-type: none"><li>• Utilise tools and systems to analyse and interpret a wide variety of supplier and performance related information to drive better outcomes through the relationship</li><li>• Ensure the contracted services are delivered in accordance with the intent of the contract, risks are identified and performance effectively managed</li><li>• Administer complex contracts such as outsourced arrangements and Joint Ventures</li><li>• Review and negotiate contract variations and monitor the contract database to ensure contract details are up to date</li><li>• Work with internal business partners to define and provide a single face to the supply market, ensure agreements are fully understood and utilised and performance issues are addressed effectively</li><li>• Effectively analyse data to assess strategic supplier performance and identify changes/improvements needed to deliver better outcomes</li></ul>