

# POSITION DESCRIPTION

POSITION TITLE	Development Manager
DIRECTORATE - SECTION	Development Services – Strategic Planning
LEVEL – EBA	Negotiated Contract
RESPONSIBLE TO	Program Manager - Property

## OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

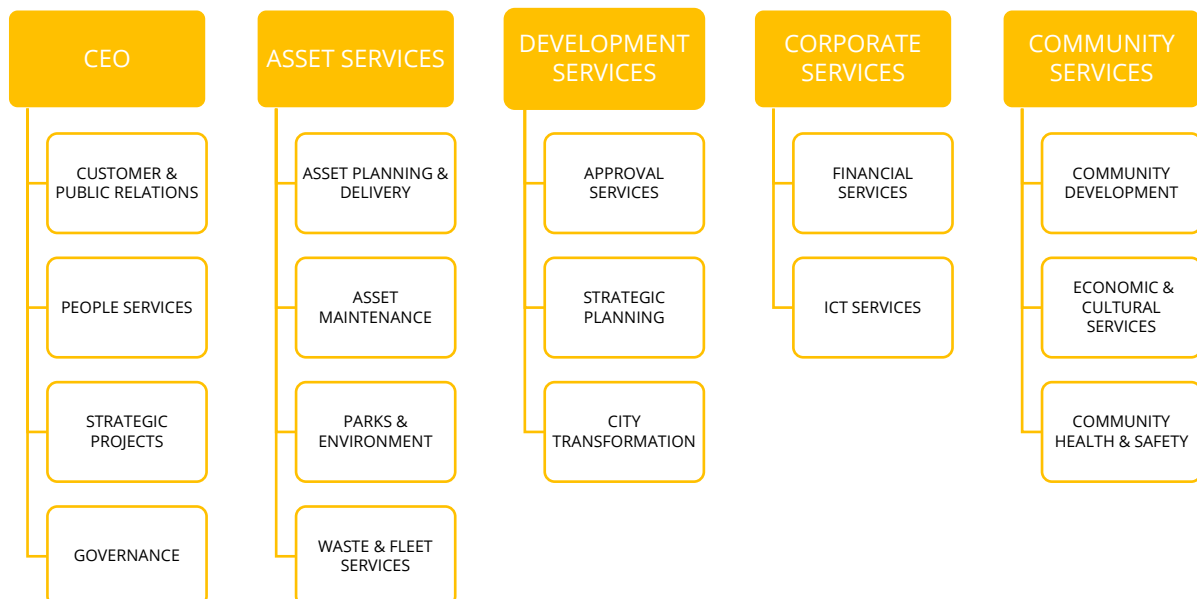
## OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

## OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVES OF THIS POSITION

The Development Manager is an important role within the City's newly create Property Services. This role manages the delivery of development projects to benefit the City's land and property portfolio and support the City's social and financial sustainability objectives.

In conjunction with the Program Manager – Property, you will work with key stakeholders and be responsible for the management and oversight of projects through the full development project lifecycle, including acquisition, planning, development, financial control, marketing, leasing and sales. The role requires collaboration with internal team members and other project teams. You will demonstrate an innovative and adaptable approach that supports the achievement of the City's values and achieve sustainable development that reflects community aspirations, through collaboration with government, industry and community.

## KEY RESULT AREAS

### DEVELOPMENT MANAGEMENT

- Coordinates complex projects with autonomy at various lifecycle stages in accordance with project business case.
- Engage and contribute to the development of master plans, strategies, policies and programs to ensure alignment to government and organisational direction. Including stakeholder and community engagement, acquisition, project planning, delivery and construction, financial planning and risk management.
- Review potential development sites to determine highest and best use and most effective sustainable site development practices.
- Contribute to the identification of acquisition opportunities to City's property portfolio.
- Preparation of briefs, management of tenders and contract management.
- Manage key aspects of planning, approval and delivery for one or more precincts or project elements of the designated urban transformation projects, including the management of internal and external consultant teams undertaking planning, community engagement, design and approvals to facilitate future development, including financial control, and coordination of projects.
- Contribute to a team of professional staff, consultants and contractors to develop and deliver development projects that align to intended outcomes.
- Progress scheme amendments, structure plans, precinct plans, local development plans, subdivision applications, development applications and other statutory planning processes required to deliver development projects.
- Plan and implement sales strategies and marketing campaigns.
- Meet project milestones for specific development projects which include the delivery of financial targets in accordance with adopted property development strategies.
- Demonstrate innovation and deliver high quality project outcomes.

### PROJECT OUTCOMES

- Apply effective project management principles and practices including the preparation of financial, time, and quality reporting and triple bottom line reports as they relate to land and property development projects.
- Demonstrate a collaborative and innovative approach, and meet project milestones for specific development projects, deliver project outcomes to a high professional standard, and demonstrate value for money and agreed financial outcomes.
- Preparation and presentation of reports and memos for reporting or briefing purposes to the project control groups, executive management, and the Council.

- Ensure staff, contractors and consultants comply with Council policy and procedures.

### **FINANCIAL MANAGEMENT**

- Ensure effective financial management principles and practices are applied (including the preparation of budgets, financial reports and triple bottom line reports) as they relate to land and property development projects.
- Demonstrated understanding and application of financial performance measures and methods including financial feasibility models, cash flow analysis, internal rate of return, project profit margins, risk profiling and economic value added, as they apply to potential and current land and property development projects.

### **STAKEHOLDER MANAGEMENT**

- Work collaboratively across multiple stakeholders to define, prioritise and coordinate planning for land use change and development opportunities for the City of Kalamunda.
- Participate in community consultation or engagement, manage contentious issues.
- Understand opportunities, risks priorities that impact a project as well as alternative project delivery and/or stakeholder relations strategies that can be used to mitigate effects.
- Engage with public and private sector, industry groups and community stakeholders to network, negotiate, influence positive development outcomes and promote the City of Kalamunda.
- Establish and maintain positive interdepartmental relationships.
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs.
- Provide leadership, motivation and guidance to colleagues and project teams.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Employees must uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Tertiary qualification in project management, development management, property economics, planning or related field.

### **SELECTION CRITERIA**

1. Experience and a tertiary qualification in project management, development management, property economics, planning or related field.
2. Demonstrated successful experience in managing land and property development projects including: investigating land development opportunities, planning processes, financial management and budgets, project delivery, specialist contract management and stakeholder and community engagement.

3. Experience with applying effective project management principles and practices (including the preparation of strategies, financial, time, and quality reporting and triple bottom line reports) as they relate to development projects.
4. Ability to work independently and as part of a team to provide professional service in a collaborative manner.
5. Experience with leasing preparation, negotiation and management, and project feasibility assessments.
6. Well-developed analytical, research, time management, and organisational skills that can contribute to the development of techniques and methodologies to support the achievement of necessary Result Areas.
7. Knowledge of statutory requirements of the Local Government Act and Land Administration Act, or other relevant legislation and ability to interpret the relevant Act and policy.
8. Advanced communication and negotiation skills and ability to facilitate successful outcomes with various customers and stakeholders.

## PHYSICAL REQUIREMENTS

The City welcomes persons with physical disabilities to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Strategic Planning  
DATE PD REVIEWED/APPROVED: 5 November 2024

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