

POSITION DESCRIPTION

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

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.

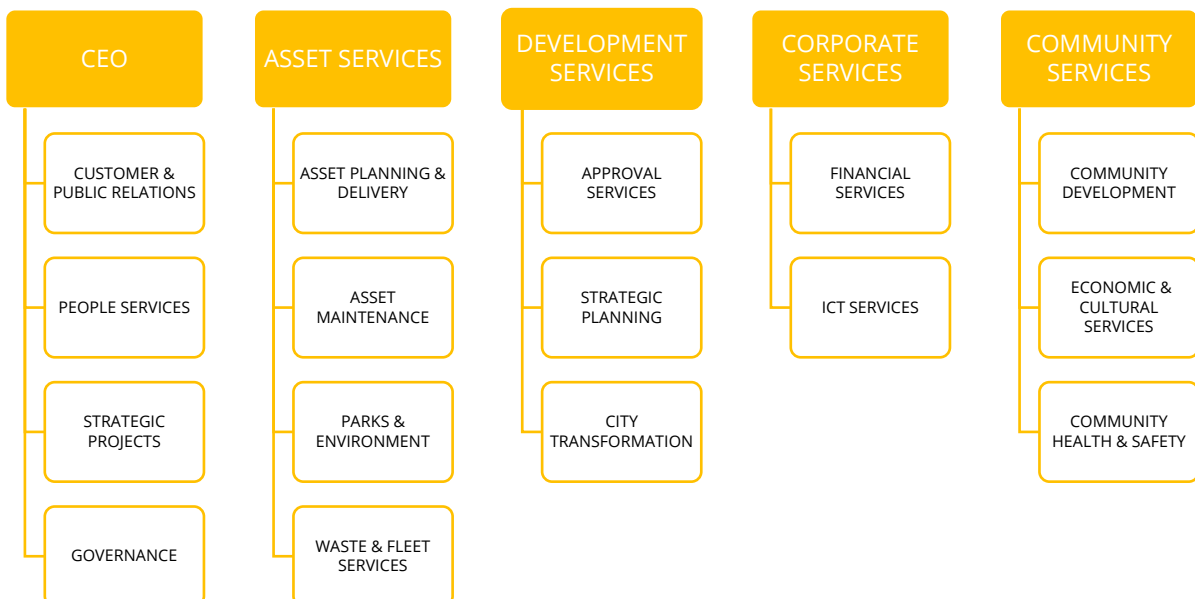
OUR VALUES

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 Program Manager will coordinate the management and optimisation of the City's land and property portfolio. This key role will drive land and development projects, and oversee property management and administration processes, that support the City's sustainability objectives and benefit for the community.

This position will coordinate project teams through the full development project lifecycle, including land acquisition, planning, development, financial control, contract management, marketing, leasing and divestment processes.

The Program Manager will build and maintain working relationships with targeted stakeholders to deliver partnership opportunities and demonstrate an innovative and adaptable approach that supports the achievement of aspirations, through collaboration with community, government and industry.

KEY RESULT AREAS

PROGRAM MANAGEMENT

- Lead and coordinate a team of professional staff and contractors including resource management, capability development and evaluating performance to enable development and delivery of development projects that align to City's sustainability objectives and benefit for the community.
- Apply effective program management principles and practices (including the preparation of strategies, financial, time, and quality reporting and triple bottom line reports) as they relate to land management and property development projects.
- Lead the review of lease and licences, and tenancy management that optimises community and financial sustainability in line with the Council's strategic outcomes.
- Review potential development opportunities to determine best usage, optimal mix of uses and most effective sustainable site development practices.
- Identifying, analysing and critically evaluating project options and recommending the most suitable alternative that is commercially viable and meets the projects' environmental, social and economic goals.
- Coordinate the preparation and ongoing review of opportunity assessment reports, business cases, project management and implementation plans in relation to existing and future projects.
- Implement economic, social, environmental and risk management frameworks to meet the City's objectives and the needs of the identified development or portfolio opportunities.
- Oversee all aspects of delivery for designated development projects, including acquisition, project planning, planning approvals, construction, selling, leasing, marketing, property management and financial control.
- Deliver financial and community benefit outcomes and meet project milestones for critical development projects or the property portfolio in accordance with adopted business cases and project management and implementation plans.
- Preparation of briefs, management of tenders and contract management.
- Engage and contribute to the development of master plans, strategies and programs to ensure alignment to government and organisational direction.
- Progress scheme amendments, structure plans, local development plans, development applications, subdivision applications, environmental approvals and any other statutory planning instruments.

PEOPLE MANAGEMENT

- Provide leadership, motivation and guidance to a professional and multi-skilled property team and external service providers on complex issues and in the application of policy.
- Provide Mentoring and Leadership within the department, being constructive and build on strengths by giving timely, actionable feedback, motivation and guidance to a professional and to build a multi-skilled team.
- Establish positive working relationships with colleagues both within and outside City to foster good relations, information networks and a positive profile for the City.
- Establish and maintain positive interdepartmental relationships.

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.

FINANCIAL MANAGEMENT

- 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.
- Monitor and report on the financial performance of development projects / property portfolio, approving variations to ensure targets are met.

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.
- Provide technical advice and recommendations in relation to strategic land and property matters to the Executive Team, Elected Members, the Council, project control groups, advisory bodies and external stakeholders including government agencies and local authorities.
- 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 on behalf of the City.
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.

- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

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. Extensive experience and a tertiary qualification in project management, development management, property economics, planning or related field.
2. Demonstrated successful experience in managing complex 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 program 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 provide leadership, motivation and guidance to a professional and multi-skilled property team and external service providers on complex issues and in the application of policy and legislation.
5. Experience with complex 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.

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