

# Position Description

<b>Role title</b>	<b>Assistant Development Manager</b>	<b>Last reviewed</b>	March 2024
<b>Division</b>	Property and Major Projects / Residential Project Delivery and Assets	<b>Team</b>	Various
<b>Reports to</b>	Varies	<b>Classification</b>	ASO6
<b>Direct reports</b>	Nil		

## Role Purpose

Coordinate and implement the early stages of opportunity development and support the management of project delivery to ensure the achievement of project goals, objectives and KPIs.

## Key Accountabilities

- Coordinate and support the management of pipeline projects, including development planning, design, market feasibility, and due diligence, to ensure critical, strategic, operational and financial outcomes are met.
- Develop high level reports on project objectives, monitoring and tracking progress, to ensure projects are on track and to identify potential risks and opportunities.
- Provide advice and assist with the management of developments from concept through to completion to contribute to project success.
- Collaborate and negotiate effectively with key stakeholders to ensure on time and efficient delivery of critical development projects to achieve favourable outcomes.
- Maintain and build relationships and networks across the organisation and with commercial developers to optimise opportunities to collaborate and support the achievement of inter-dependent objectives.
- Manage external consultants and contractors to ensure optimal preparation and delivery of projects and initiatives.
- Other duties as required.

## Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why

Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

## Key Challenges

- Managing and delivering multiple tasks, activities, projects and deadlines, often in partnership with other State and Commonwealth agencies or organisations, while resolving project issues in a complex and sensitive stakeholder environment.
- Managing changing government priorities and stakeholders while balancing competing priorities and objectives to support projects development and delivery.

## Qualifications and Technical Requirements

- Tertiary qualification in Property, Development, Planning, Land Economics or other related fields.

## Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	<ul style="list-style-type: none"> <li>• Simplify and communicate complex and technical information into understandable and approachable messages.</li> <li>• Apply logic and reasoning throughout messages to achieve the objective of</li> </ul>

			<p>the communication and set clear expectations.</p> <ul style="list-style-type: none"> <li>• Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit.</li> <li>• Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.</li> </ul>
<b>Strategy and Growth</b>	Lead yourself	Intermediate	<ul style="list-style-type: none"> <li>• Provide others with encouragement and support where challenges or issues are impacting their motivation.</li> <li>• Demonstrate application of new skills or knowledge in advancing the efficiency or effectiveness of your work.</li> <li>• Exceed quality expectations through your actions and in your outputs in a timely manner.</li> <li>• Recognise broader compliance obligations and expectations of Renewal SA and help others to maintain their compliance.</li> </ul>
<b>Innovation and Agility</b>	Be flexible	Intermediate	<ul style="list-style-type: none"> <li>• Show understanding for changing priorities and rapidly adjust workload accordingly.</li> <li>• Respond to changes in work environment with understanding of the new skills required and how to develop them.</li> <li>• Be comfortable working in new ways and adapting to changing organisational systems and processes.</li> <li>• Be comfortable working with new people, including those from outside of Renewal SA.</li> </ul>
<b>Solutions Focused</b>	Prioritise and plan	Intermediate	<ul style="list-style-type: none"> <li>• Demonstrate detailed understanding of the activities and actions required to achieve the objectives in planning activities.</li> <li>• Take part in the planning of team goal setting and contribute to identifying key work activities.</li> <li>• Develop schedules of the work activities, sequence and timeframes to achieve your role in the plan.</li> <li>• Proactively prepare updates to plans or scheduling where impacts to the work activities are forecast or expected.</li> </ul>
<b>Technical Capability</b>	Project Delivery	Intermediate	<ul style="list-style-type: none"> <li>• Manages the delivery of smaller projects, establishing project implementation outcomes and</li> </ul>

			<p>measures, against project objectives to identify and initiate corrective actions in line with best practice.</p> <ul style="list-style-type: none"> <li>• Engage in proactive communication and clarification of expectations with project leaders, teams and stakeholders to ensure effective delivery of project outcomes.</li> <li>• Prioritises, delegates, and coordinates project resources and activities, fostering a collaborative and inclusive work environment that inspires and motivates others.</li> <li>• Establishes opportunities to enhance continuous improvements, whilst engaging in risk management and quality assurance processes to ensure issues and threats to project completion are identified and responded to.</li> </ul>
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Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.		<input type="checkbox"/>	I have read and understood the role and expectations of me. <input type="checkbox"/>
<b>Name</b>		<b>Name</b>	
<b>Title</b>		<b>Signature</b>	
<b>Signature</b>			
<b>Date</b>	Click to enter a date.	<b>Date</b>	Click to enter a date.