

Position Description

Role title	Development Manager	Last reviewed	May 2024
Division	Property and Major Projects / Residential Project Delivery and Assets	Team	Multiple
Reports to	Various	Classification	ASO8
Direct reports	Various		

Role Purpose

Provide expert direction, management and delivery of multiple projects across all aspects of the project delivery lifecycle, from initiation through to completion, to ensure successful project outcomes and the achievement of objectives.

Key Accountabilities

- Develop and implement strategies to achieve best practice project outcomes across infrastructure, design, stakeholder relations, and general property development requirements.
- Contribute to the development and review/refinement of business plans, strategies, programs, and feasibility studies for project developments to ensure alignment with strategic objectives and project management frameworks.
- Continuously evaluate assigned projects and key performance indicators against the business plan, communicating and recommending adjustments to effectively manage projects, resources and risks.
- Maintain a comprehensive understanding of government policies, procedures, and guidelines, ensuring their application in relation to project deliverables.
- Plan and oversee project delivery, leading multi-disciplinary project teams throughout the project lifecycle, from initiation and planning to design, approvals, and delivery of infrastructure projects, services and construction.
- Collaborate and manage internal and external stakeholders to develop and implement plans, programs, sustainable solutions, and influence project outcomes, including incorporating research and stakeholder feedback into the project planning process.
- Secure project funding and manage project budgets, including revenue and capital expenditure, to ensure adherence to budgetary constraints.
- Manage procurement and contract management activities, including the selection and management of consultant design teams, and construction activity, ensuring compliance with governance processes, policies, laws, and regulatory requirements.
- Develop and implement robust project management frameworks and plans, including proactive project briefs and monitoring of key milestones, critical risks, and allocation of physical and financial resources.
- Identify and manage key project risks, prioritising safety in project delivery and ensuring ongoing, optimal project performance.
- Other duties as required.

Key Relationships

Internal	
Who	Why

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

- Delivering project outcomes that promote SA Government objectives and meet stakeholder expectations given the need to manage and align the interests and expectations of diverse stakeholders, internally and externally.
- Managing multiple government stakeholders with competing priorities and objectives, through advice and delivery expertise.
- Negotiating prices and controlling costs throughout the development lifecycle in order to balance project requirements and delivery within the available budget.

Qualifications and Technical Requirements

- Tertiary qualifications in Business, Project Management, Engineering, Planning, Construction Management, or a related field.
- Project Management Professional (PMP) certification is highly desirable.

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	Build relationships	Accomplished	<ul style="list-style-type: none"> Initiate genuine and difficult conversations and demonstrate vulnerability with others as needed to build trust and respect. Consider the objectives, backgrounds and context of others when listening and empathising with others. Identify the key objectives of others and find ways to meet these with mutually beneficial outcomes. Manage collaboration across our teams to find agreement on our solutions.
Strategy and Growth	Make an impact	Accomplished	<ul style="list-style-type: none"> Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems. Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems. Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost. Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.
Innovation and Agility	Be flexible	Accomplished	<ul style="list-style-type: none"> Show awareness of broader implications of changing priorities and communicate with and support impacted stakeholders. Promote change as opportunities for staff to develop new skills or gain experience. Develop changes to processes and systems to meet changing needs and ways of working.

			<ul style="list-style-type: none"> Engage with broad stakeholder groups through a variety of means as needed to best achieve the outcomes required.
Solutions Focused	Apply business and commercial acumen	Accomplished	<ul style="list-style-type: none"> Find ways to maximise the economic value of Renewal SA's operations through cost benefit analysis and solutions. Integrate support services in solution development and decision making to improve understanding and value. Assist Renewal SA to translate and navigate complex business concepts and arrangements. Position Renewal SA strongly in contract negotiation and drive value through contracts while maintaining relationships.
People Leadership	Manage our people and share knowledge	Accomplished	<ul style="list-style-type: none"> Create and implement systems and processes to increase visibility of capacity and demand. Develop practices to standardise capability management and align to planning activities. Drive the use of Renewal SA's knowledge management systems and highlight in forums and communications. Monitor and manage knowledge and continuity risks through proactively driving knowledge management.
Technical Capability	Project Delivery	Accomplished	<ul style="list-style-type: none"> Leads the execution and delivery of large or complex projects, implementing effective project implementation and governance processes aligned to agreed outcomes for project success against scope, timelines and budget objectives. Manages the progress and completion of large or complex projects, developing and proactively communicating and implementing effective strategies to address variances from project plans and outcomes. Fosters a culture of innovation, collaboration, and inclusivity, whilst establishing clear expectations for deliverables and outcomes, based on stakeholder expectations and best practice. Drives continuous improvement by proactively identifying areas for enhancement, implementing changes, and fostering a culture of innovation, whilst engaging in risk management

			and quality assurance processes to quantify delivery risks and impact of scope creep.
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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.
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.