

Position: **Development Manager****POSITION OBJECTIVES:**

To ensure that company objectives for Profit, Program, Quality, Safety and Environmental performance for each property development project are achieved.

BUSINESS UNIT:

Diploma Properties

REPORTS TO:

General Manager

SUPERVISES:

Assistant Development Manager

RELEVANT PROCEDURES:

Management System Manual and referenced documents

ROLES AND RESPONSIBILITIES***Strategic Planning***

- Evaluates market sectors in terms of emerging opportunities.
- Monitors market/competitor trends.
- Defines and reviews project goals and constraints.
- Develops strategies for further review.

Preliminary Feasibilities

- Defines and evaluates best use options for properties.
- Develops concept designs to preliminary costing stage.
- Conducts preliminary financial analysis on preferred end use options.
- Implements risk minimisation strategies to secure optimum economic and financial returns.
- Liaises with real estate agents/consultants/prospective tenants.

Concept Design and Planning

- Develops design briefs with external consultants.
- Arranges site audits.
- Develops budget estimates/cost plans.
- Manages the design phase.

Funding

- Liaises with management to recommend appropriate procurement options and financial risks associated with each option.
- Prepares funding proposals for management approval.

Position: Development Manager***Approvals***

- Liaises with approval authorities and relevant parties.
- Negotiates/gains approvals in a timely and cost-effective manner.
- Advises and liaises with all other stakeholders.

Development

- Obtains senior management approval for development strategies.
- Preparation of EOI or tender documentation.
- Liaises with management and consultants to ensure appropriate financial, commercial and legal risks are documented.
- Appoints and manages marketing agents.
- Manages tender process within probity guidelines.
- Negotiates design amendments.
- Manages evaluation process and negotiating formal documentation such as development leases, etc.
- Negotiates amendments to legal documentation.
- Ensures compliance with relevant documentation, leasehold or freehold.
- Monitors progress and keeps management advised of cash flow and legal/taxation issues as they arise.
- Resolves legal/financial issues in consultation with management.
- Manages the approval process for all applications including development approvals.

Project Management

- Instructs and manages external project management consultants.
- Reviews the preparation and negotiating of bid packages.
- Reviews the preparation of contract documents.
- Overviews the management of each contract, reporting progress on a regular basis.
- Manages the completion/approval stages and the issue of construction certificates.
- Monitors progress and oversees Practical Completion, final certificates in consultation with management and the appropriate Certifier.

Management Reporting

- Ensures accurate and timely information is available for monthly Management Reports, covering all aspects of each project.
- Implementation of Diploma's policies and procedures.

Position: Development Manager**SELECTION CRITERIA****SKILLS AND ABILITIES*****Essential***

- Excellent computing skills (particularly Microsoft Outlook, Excel, Word, PowerPoint and Project).
- Demonstrated track record in Property Development with a minimum of five (5) years relevant experience in project delivery.

BEHAVIOURAL COMPETENCIES***Essential***

- Ability to work autonomously and independently but communicate and consult with internal stakeholders.
- Ability to build strong and positive relationships with clients/external stakeholders, consultants and advisors.
- Excellent negotiation and influencing skills.
- Demonstrated leadership skills with vision, commitment, engagement and results.
- Highly developed verbal communication skills with ability to communicate at a high level.
- Excellent written communication skills.
- Ability to manage and prioritise a number of key tasks at any one time within defined deadlines.
- Highly developed problem solving skills.
- Strategic thinker and planner with the ability to deliver results.
- High level of professionalism, honesty and integrity.
- Word processing skills and spreadsheet experience essential.
- Power point and other presentation software skills an advantage.

QUALIFICATIONS

- Must have a tertiary qualification in a Property discipline, and/or have undertaken post-graduate qualifications in business management, property or financial investment.

EXPERIENCE

- Minimum three (3) years experience in multi-storied residential and/or construction developments.
- Minimum five (5) years experience in property development
- Experience with projects exceeding \$15 - \$20 Million or 50 dwelling apartments

AUTHORISED BY:**CEO - Diploma Group****DATE: Sept 2011**