

POSITION DESCRIPTION

Position Title:	Project Manager - Development
Employer:	Brisbane Housing Company Ltd.
Responsible to:	Construction Manager
Direct reports:	Nil

Purpose of position

The Project Manager – Development is an important member of BHC’s Property Development team that is responsible for the development of new housing to achieve the strategic vision to significantly grow the portfolio and delivery of more affordable homes for people in need. The Project Manager – Development role exists in order to contribute to ensuring that development projects are completed on time, on budget and to a high standard.

The Project Manager – Development will achieve this through actions including:

- Providing professional quality project and design management input to property development and construction activities.
- Ensuring compliance with scope, specifications and overall characteristics of a development from site preparation to completion and handover and assisting the Construction Manager.
- Preparing project documentation and monitoring the project through all phases of development.
- Preparing briefs, feasibility studies and technical assessments of construction activities and inspect work according to the project schedule.
- Liaising with and reporting to the Construction Manager on all project progress, milestones and variances for approval.
- Collaborating with BHC’s Operations teams to ensure all projects are delivered to meet both the needs of tenants and operational objectives.
- Conducting risk assessment and monitoring to minimise risk and delivery costs while maximising project outcomes.
- Monitoring and assessing safety management procedures on and off site to fulfil responsibilities of AS/NZS ISO 45001 Occupational Health and safety Management Systems.

Key area of responsibility are further detailed within the ‘Main Responsibilities’ section.

Company Context

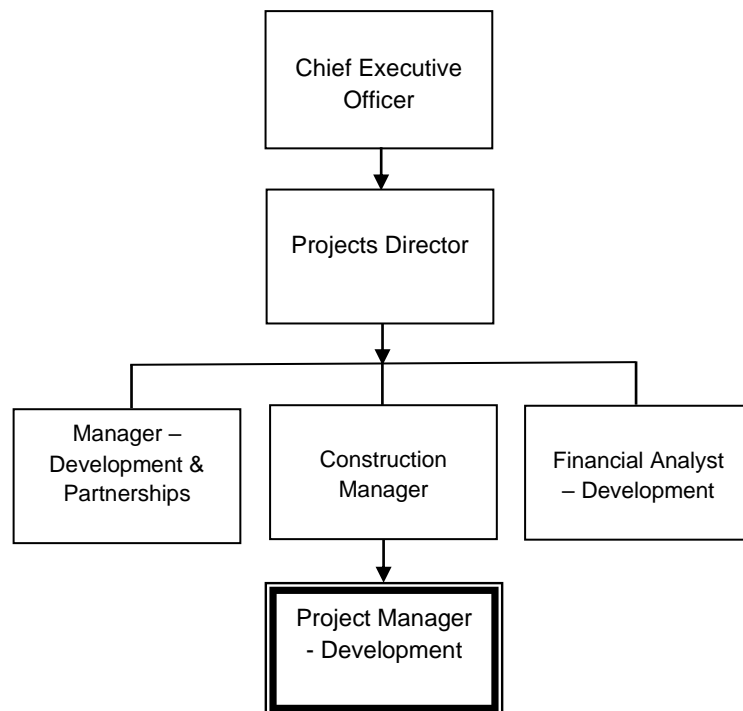
Brisbane Housing Company (BHC) is an independent, not-for-profit developer, owner and manager of affordable and community housing. Since incorporation in 2002, BHC has a well-earned reputation as a solid and reliable organisation, built through effective working relationships and a personalised approach to customer service.

BHC's Vision is, "Creating homes, empowering lives, enabling transformation" and Mission, "to deliver our Vision by building and maintaining quality affordable homes for people in need and engaging with and supporting people to sustain their tenancies". BHC's core values are:

- Making a difference
- Working with integrity
- Supporting each other
- Working safely
- Our differences
- Being accountable and delivering quality
- Celebrating achievements

We pride ourselves on the quality and liveability of our award-winning developments, aiming to provide excellence in both the development of each project and the tenancy management of the affordable rental properties.

Organisational Chart



Key Result Areas

- Working effectively with external stakeholders including consultants, developers, builders, contractors, suppliers.
- Working collaboratively with BHC internal stakeholders, including operations, and finance teams.
- Delivering projects on time, on budget and to BHC design standard.
- Regularly monitoring and reporting of projects and the performance of consultants and contractors.
- Demonstrating professionalism at all times, including personal presentation and behaviour.

- Contributing to maintaining a safe work environment (WH&S).
- Proactively contributing to the activities of the Development Team.

Main Responsibilities

- As required, assist with feasibility reports and due diligence assessments for projects.
- Provide design management input to projects and ensure projects comply with the BHC's design guidelines.
- Manage consultants and all aspects regarding the submission of Development Applications and monitor application progress.
- Review development approval conditions and carry out regulatory compliance activities.
- Prepare tender documents for the appointment of consultants and contractors, ensuring that the BHCs tender policies and procedures are complied with at all times.
- Prepare project documentation and provide monitoring and reporting systems through all phases of a project working closely with the Construction Manager on progress, budgeting, forecasting and risks assessment.
- Work with the Construction Manager to supervise construction to ensure appropriate contract administration and completion of development projects.
- Receive and review all contractors' progress claims and other claims; prepare draft progress certificates and payment schedules including Practical and Final Completion certificates, for approval by the Construction Manager.
- Attend site meetings, prepare minutes / action notes.
- Assist the Construction Manager in responding to contractors queries as required.
- Liaise with General Manager of Operations and General Manager of Assets in relation to handover procedures. Includes the administration and monitoring of defects during the Defects Liability Period on new projects to ensure that services are provided with least disruption and inconvenience to tenants.
- Conduct technical assessment of materials, fixtures and fittings for projects.
- Ensure compliance with scope, specifications and overall characteristics of a development from site preparation to completion and handover.
- Liaise with consultants and contractors and monitor their performance.
- Work with the Construction Manager to establish appropriate procedures for the management of individual projects and conduct risk assessment and monitoring and ensure effective action is taken to minimise risk and delivery costs while maximising project outcomes.
- Ensure contractors have risk management and workplace health and safety regimes in place.
- Work with the Construction Manager to declare projects completed and ready for tenancing and provide a detailed end of project report.
- Monitor performance and ongoing maintenance requirements for completed buildings beyond defect period to inform future changes to BHCs Design Guidelines.
- Support the Construction Manager as directed.

Other – General

- Undertake further tasks and responsibilities as may reasonably be required from time to time and as communicated.
- Operate in line with BHC’s Code of Conduct, Values, Policies and practices including as amended from time to time.
- Behave in a manner that contributes to a workplace that is free of discrimination, bullying and harassment at all times.
- Represent BHC in a professional and capable manner at company events and external functions/training days attended.
- Follow reasonable direction given by the Company in relation to Occupational Health & Safety, and through actions lead a culture of safe work.

<i>Position occupant</i>	<i>I have reviewed and confirm my understanding of this Position Description and the duties involved.</i>	<i>Signature</i>
		<i>Date / /</i>
<i>Name of Supervisor</i>	<i>This position description has been discussed with the occupant</i>	<i>Signature</i>
		<i>Date / /</i>

BHC Position Description

Job Title: Project Manager – Development
Approved by: Projects Director

Last updated: November 2020