

## POSITION DESCRIPTION

<b>Position Title:</b>	Design Manager – Development
<b>Employer:</b>	Brisbane Housing Company Ltd.
<b>Responsible to:</b>	Construction Manager
<b>Direct reports:</b>	Nil

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### Purpose of position

The Design 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 Design Manager – Development role exists in order to contribute to and ensure a high standard of design from feasibility through to documentation of developments with projects completed to agreed specifications and consistent with BHC's design guidelines. The Design Manager – Development is expected to take a lead role in the continuous improvement of the design of BHC social and affordable housing projects to ensure they meet the needs of residents and BHC Operations team as the long-term asset owner.

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

- Effectively leading and undertaking the effective design management and execution for BHC, in a collaborative manner as appropriate.
- Providing professional quality design management and project 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 in conjunction with the Construction Manager.
- Coordinating Consultants to prepare project documentation and monitoring the project through all phases of development.
- Preparing briefs, feasibility studies and technical assessments of construction activities and monitor work according to the project schedule.

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.

### **Key Result Areas**

- Undertaking the effective design management and execution for BHC, in a collaborative manner as appropriate.
- Work with BHC's other design managers to share the workload of BHC's design reviews.
- Working effectively with external stakeholders including consultants, developers, builders, contractors, suppliers.
- Working collaboratively with BHC internal stakeholders, including the other design manager/s, broader development team, operations, assets 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**

#### Design Management

- Assist with preparing design briefs and driving the design process from concept through to design development (including design efficiency and buildability), to ensure good design outcomes across all new projects consistent with BHC Design Guidelines.
- Consider, investigate and recommend finishes and fixtures suitable to BHC's needs as the long-term asset owner, aesthetic outcomes and sustainability aspirations.
- Pursue and develop long-term procurement arrangements for preferred fixtures with preferred suppliers to be incorporated into all BHC projects where appropriate.
- Ensure Consultant's designs meet compliance with all building codes, legislation and guidelines.
- Provide design input for the coordination of development applications and approvals. The Design Manager will be expected to work across several projects to ensure consistency, and that architects are providing BHC with great solutions to design challenges and including what is needed in planning applications.
- Contribute to the BHC design guidelines. In doing so, collaborate with internal stakeholders including BHC's Development and Operations teams as appropriate.

- Thorough review of consultants' documentation, ensure design is of a high quality and consistent standard across all future projects taking into account learnings from past projects and exemplar projects.
- Ensure projects are designed and documented to meet Health and Safety requirements and take all reasonably foreseeable steps to ensure Client responsibilities relating to Safety in Design are carried out with the aim to maintain an incident/injury-free workplace and residence.
- Coordinate minor works packages if required.
- Assist BHC's Assets team with project refurbishments within the existing portfolio.

### Development Management

From time to time it may also be required in the role to act as the Development Manager on a project or projects, with the expected scope of responsibility likely to include:

- Management of projects and consultants through the early stages of design through to Development Application Stage and monitor application progress.
- Management of projects through Design Development and the preparation of contract documentation and monitoring the project through all phases of development.
- In conjunction with the Construction Manager and external Project Manager,
  - manage the builder tender process and appointment.
  - coordinate the Early Contractor Involvement (ECI) process, including design and value management.
  - coordinate relevant building approvals, operational works approval and utility connections.
- Liaise with BHC's Assets team as required during design, construction and through the defects management period.
- In conjunction with the Construction Manager:
  - manage consultant budgets.
  - regularly update project budgets, costs to date, and cashflow forecasts
  - manage and update design programs.
  - prepare monthly finance and progress reports for Property Committee and Board.

### General

- Apply technical knowledge to address problems and determine action.
- Achieve key project deliverables and meet agreed timeframes.
- Working effectively with external stakeholders including consultants, developers, builders, contractors and suppliers.
- 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 procedures 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 all reasonable direction given by the Company in relation to Workplace Health & Safety, and through actions contribute to a culture of safe work.
- Participate in training as may be required.
- Comply with local, state and federal laws.

**Delegation**

This role is designated **Band C** under BHC’s Authority and Delegations Policy.

<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: Design Manager – Development  
 Approved by: Projects Director

Last updated: February 2024