

POSITION DESCRIPTION

Position Title:	Development Manager - Acquisitions
Employer:	Brisbane Housing Company Ltd.
Responsible to:	Projects Director
Direct Reports:	Nil

Position Purpose

The Development Manager – Acquisitions is an important member of BHC’s Property Development team that is responsible for the development and acquisition of new housing to achieve the strategic vision to significantly grow the portfolio and delivery of more affordable homes for people in need. The Development Manager – Acquisitions role exists in order to support the Senior Development Manager and Projects Director with new business and acquisitions, affordable housing advocacy and contributes to ensuring that development projects are completed on time, on budget and to a high standard.

Key areas 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

- Securing sites/projects which meet BHC growth objectives.
- Contribution to effective relationship management including with local council and community representatives.
- Working effectively with external stakeholders including real estate agents, private property owners, regulatory authorities, consultants, and developers.
- Working collaboratively with BHC internal stakeholders, including colleagues in the Development, Operations, and Finance teams.
- Working with the BHC team to effectively communicate and advocate for social and affordable housing.
- 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

- Assisting the Senior Development Manager and Projects Director in growth and development activities including but not limited to:
 - building future-focused pipeline of development projects to address the short- and long-term growth targets identified by the CEO and Board;
 - effectively communicating and responding to a range of advocacy opportunities to advance the provision of social and affordable housing, and
 - completing special projects from time to time.
- Regular reporting to the Senior Development Manager and Projects Director on risks and opportunities.
- Preparing briefs, site assessments and financial feasibilities for consideration by the Senior Development Manager and Projects Director as required. Assisting with the preparation of feasibility studies.
- Collaborating with the Senior Development Manager, Projects Director and Manager Development & Partnerships, to
 - negotiate with agents, landowners and partners regarding potential acquisition opportunities
 - identify and explore partnership opportunities with landowners and developers.
- Managing due diligence and acquisition processes as required including financial analysis.
- Coordinating consultants as required.
- Preparing investment and due diligence reports for BHC's Property Committee and Board.
- Managing submissions/bids for strategic opportunities including working with consortium partners as required ensuring alignment with funding arrangements/opportunities.
- Coordinating the preparation of legal documentation for acquisitions and partnerships.
- Undertake market research and contribute to acquisition strategies.
- Attending meetings with external stakeholders including local council and community representatives.

- Preparing and managing agreements with consultants, ensuring that the BHCs policies and procedures are complied with at all times.
- Managing projects and consultants through –
 - early stages of design to lodgement of the Development Application
 - application stage including coordination of information requests
- Reviewing development approval conditions and make recommendations and identify risks.
- Assisting the Development Managers, as required, with monitoring compliance with approval conditions through design development and project delivery.
- Assisting the Development Managers, as required, with the coordination of handover of new projects to Assets and Operations Teams.
- Supporting the Projects Director and other members of the Development Team 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/lead a culture of safe work.
- Participate in training as may be required.
- Comply with local, state and federal laws.

Position occupant *I have reviewed and confirm my understanding of this Position Description and the duties involved.* *Signature*

Name of Supervisor *This position description has been discussed with the occupant* *Signature*

BHC Position Description

Last Updated: March 2024

Job Title: Development Manager
 Approved by: Projects Director