

## POSITION DESCRIPTION

<b>Position Title:</b>	Development Manager
<b>Employer:</b>	Brisbane Housing Company Ltd.
<b>Responsible to:</b>	Projects Director, or a position as may be advised by the Projects Director
<b>Direct Reports:</b>	Assistant Development Manager as advised by the Projects Director

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### Position Purpose

The Development Manager role is an important part of BHC's expanding 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 Development Manager role exists in order to primarily support the Projects Director as required, to proactively drive and optimise development outcomes, and with new business and acquisitions as required.

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**

- Successfully deliver projects.
- Contribution to effective relationship management including with local council and community representatives.
- Championing a positive and inclusive team culture by actively building trusted, respectful, and supportive relationships with Development Team colleagues.
- Working effectively with external stakeholders including consultants, developers, builders, contractors, suppliers.
- Working collaboratively with BHC internal stakeholders, including assets, 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**

- In collaboration with the Projects Director and other Development Team members, proactively drive growth and development activities including but not limited to:
  - deliver projects in line with partnerships, funding commitments, project feasibilities and design guidelines.
  - building a long term, future-focused pipeline of development projects to address growth targets identified by the CEO and Board.
- Collaborate effectively with the other Development Managers, Assistant Development Manager, Construction Manager and Projects Director to provide comprehensive support for all development activities.
- Manage projects throughout the development lifecycle to meet the needs of tenants and BHC Assets and Operations Team.
- Prepare budgets, reports, briefs, and memos as required.
- Prepare project briefs, and new site assessments for consideration by the Projects Director as required including the preparation of feasibility studies in line with BHC preferred approach.
- Ensure the timely achievement of project milestones for specific development projects, delivering outcomes to high professional standards and demonstrating value for money while meeting agreed financial performance targets.
- Work with Projects Director as required, to negotiate with agents, landowners and partners regarding potential acquisition opportunities.
- Manage due diligence and acquisition processes including coordinating the preparation of legal documentation for acquisitions and partnerships.
- Initiate and attend meetings with external stakeholders including local council and community representatives.
- Manage projects and consultants through all development stages, from acquisition through to handover, including the preparation and management of agreements with consultants, while ensuring compliance with BHC's procurement policies and procedures and addressing the needs of tenants and the BHC Assets and Operations Team.

- Review development approval conditions, identifying and managing risks.
- Monitor and ensure compliance with approvals and approval conditions through design development and project delivery.
- Work with other members of the development team including the Construction Manager, Design Managers and the Project Manager (internal/external) through the design development and procurement stages and ensure effective collaboration with the BHC Operations Team.
- Assist with coordinating handover of new projects to the Operations team.
- Prepare briefing documents, review fee proposals, tenders, and participate in the selection and appointment of consultants and contractors.
- Work with the Construction Manager and the Project Manager (internal/external) through the procurement process including ECI (if applicable) and assist with construction contract negotiation and finalisation. Coordinating handover of new projects to the Operations team.
- Prepare Investment Reports, Due Diligence Reports and regular Project Reports for Committees and Boards.
- Report regularly to the Projects Director and Construction Manager on risks and opportunities.
- Support the Projects Director and other members of the Development Team as directed.
- Establish and maintain active working relationships with representatives in the private and public sectors, consultants, contractors, real estate agencies, the community and the property development industry.
- Demonstrate a thorough understanding of the competing issues inherent in property development.

#### **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.

#### **Delegation**

This role is designated **Band B** 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>
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<i>Name of Supervisor</i>	<i>This position description has been discussed with the occupant</i>	<i>Signature</i>
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BHC Position Description

Last Updated: July 2025

Job Title: Development Manager  
Approved by: Projects Director