

POSITION DESCRIPTION

Position Title:	Assistant Development Manager
Employer:	Brisbane Housing Company Ltd.
Responsible to:	Development Managers and the Head of Development
Direct Reports:	Nil

Position Purpose

The Assistant Development Manager is an important member 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 deliver more affordable homes for people in need. The Assistant Development Manager role exists in order to primarily support the Development Managers, and the Head of Development as required, with new business and acquisitions, and proactively drive and optimise development outcomes.

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 assist to deliver projects.
- Contribution to effective relationship management including with local council and community representatives.
- 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

- Collaborate effectively with the Development Managers and the Head of Development to provide comprehensive support for all development activities.
- Assist in project delivery, ensuring alignment with partnerships, funding commitments, and project feasibilities.
- Assist in managing 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 tender policies and procedures and addressing the needs of tenants and the BHC Assets and Operations Team.
- Prepare budgets, reports, briefs, and memos for review by the Development Managers and the Head of Development.
- Review development approval conditions, identifying and proactively managing associated risks.
- Monitor and ensure compliance with approvals and approval conditions throughout the design development and project delivery phases.
- Prepare briefing documents, review fee proposals, tenders, and participate in the selection and appointment of consultants and contractors.
- 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.
- Initiate and attend meetings with external stakeholders, including local council and community representatives.
- Work with other members of the development team including the BHC Construction Manager, Design Manager and the Project Manager (internal/external) through the design development and procurement process.
- Assist with coordinating handover of new projects to the Operations team.

- Report regularly to the Development Managers and the Head of Development that this role is responsible to on risks and opportunities.
- 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 does not currently require a financial delegation band that authorises expenditure under BHC’s Authority and Delegations Policy, unless or until otherwise approved by the CEO. This means that the incumbent is not authorised to incur or authorise expenditure on BHC’s behalf, unless directed to or approved by a senior role that holds the relevant delegation.

<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: February 2026

Job Title: Assistant Development Manager
 Approved by: Head of Development