

ROLE DESCRIPTION

Assistant Development Manager

Portfolio	Communities and Justice	
Department	Department of Communities and Justice	
Division/Branch/Unit	Homes NSW / Housing Portfolio / Integrated Projects	
Location	Parramatta	
Classification/Grade/Band	Clerk Grade 7/8	
Role Number	51001900	
ANZSCO Code	132411	
PCAT Code	1119192	
Date of Approval	26 August 2024	Ref: HPIP001
Agency Website	www.dcj.nsw.gov.au	

Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Homes NSW overview

The NSW Government is determined to make NSW a place where everyone has access to safe and secure housing, and where experiences of homelessness are rare, brief and non-recurring.

Homes NSW is a division of the Department of Communities and Justice. It brings together the housing and homelessness functions of the Department of Communities and Justice, the NSW Land and Housing Corporation, Aboriginal Housing Office and key worker housing functions from across government all under one roof.

Homes NSW leads work to deliver more social and affordable housing, end the cycle of homelessness, and deliver quality public housing to our 262,000 tenants across NSW.

As a single division, we are streamlining services to ensure we meet the needs of the people we support, with empathy, efficiency and effectiveness. We are elevating the voice of people with lived experience of social housing, housing services and homelessness.

We strive for excellence in service delivery and partner with all levels of government, sector and communities to address the housing crisis.

Most importantly, Homes NSW puts people at the heart – including our staff. Working for us means you are joining a division where your expertise and skills will be valued.

Primary purpose of the role

The Assistant Development Manager will work as part of the Major Projects Team, and reports to a Senior Development Manager. The role facilitates and co-ordinates development and commercial transaction activities across major projects ranging from meeting co-ordination, project viability assessment, project planning/programming, development and financial control of projects. The role assists in establishing project briefs, monitor strategy, timelines, budget, risk and issues management - these are key to achieving project objectives.

Key accountabilities

- Assist the Director in driving a culture of collaboration by establishing and proactively coordinating activities across delivery teams.
- Manage positive working relationships with project stakeholders, including business partners, contractors, external consultants and other Government Agencies to guide contributions, manage expectations, report progress, leverage knowledge and foster long term relationships.
- Analyse, advise on, review and determine project and program risks, issues, and mitigation strategies to ensure the Projects division meets its obligations.
- Facilitate monitor, report and coordinate governance arrangements to ensure financial, cost, time and quality of planning, approvals and project implementation occurs in line with quality assurance practices.
- Evaluate, share and implement industry best practices to ensure continuous improvement in processes, procedures and activities.
- Provide advice and support to the Senior Development Manager(s) and Development/Project Director(s), the Director, the Executive Director and the Homes NSW Executive on the development, implementation, management and reporting of projects.

Key challenges

- Managing reporting and team coordination requirements to meet milestones and objectives given the high-volume work environment and competing priorities.
- Managing linkages and dependencies with other projects and initiatives and risks are identified and addressed.
- Delivering against internal expectations and partnering with key stakeholders to deliver on expert advice and professional services and establishing and managing the myriad of relationships with key internal and external stakeholders to deliver project outcomes.

Key relationships

Who	Why
Internal	
Senior/ Development Manager(s), Development/Project Director(s), Director, the Executive Director	• Receive broad guidance, professional support, provide expert advice and exchange information
Broader Housing Portfolio	• To consult, collaborate, gain approvals, and obtain feedback, negotiate and manage situations. • To provide leadership, specialist advice, solutions, options, recommendations, evaluations and analysis/commentary on project matters
External	
Existing and potential community, public and private stakeholders, including politicians, lobby groups, existing and potential project partners, technical experts and suppliers	• Represent Housing Portfolio's interests, provide expert advice, influence decision making, build collaborative strategic alliances and partnerships to identify opportunities and facilitate innovation

Role dimensions

Decision making

The Assistant Development Manager is accountable for the delivery of assigned tasks for self and team on agreed metrics and parameters. The Assistant Development Manager is also responsible for the quality, accuracy and integrity of the content of advice provided by self and the team.

Reporting line

The role reports to the Director

Direct reports

Nil

Budget/Expenditure

As per Administrative and Financial Delegation Instruments.

Key knowledge and experience

- Awareness of the policy, process and the relevant statutory requirements that underpin property development and construction.
- Demonstrated project management skills and experience.
- Demonstrated analytical thinking, problem solving and decision-making skills and ability to synthesise complex information.

Essential requirements

- Formal qualifications and/or relevant experience in construction management, property development or relevant business discipline.
- The role may involve travel both locally and regionally, including overnight travel, as required by the business and/or directed.

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

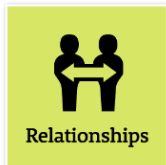
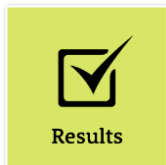
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

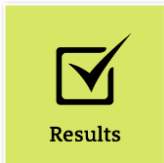
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Work Collaboratively Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines	Adept

		• Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources	Adept

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- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
 - Identify and evaluate risks associated with the project and develop mitigation strategies
 - Identify and consult stakeholders to inform the project strategy
 - Communicate the project's objectives and its expected benefits
 - Monitor the completion of project milestones against goals and take necessary action
 - Evaluate progress and identify improvements to inform future projects
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Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept