

# POSITION DESCRIPTION



COMMUNITY HOUSING LTD  
GROUP OF COMPANIES

## PROGRAM LEAD (QLD) – HOUSING INVESTMENT

**Location:** Brisbane or Melbourne (some travel required)

**Reports to:** CIO

**Supervises:** None

**CHL Capability Band:** Level 4 Capabilities

<p><b>Primary Purpose:</b></p>	<p>The Program Lead be responsible for leading the delivery of this program across origination, transaction execution and delivery. You will act as the core program representative and lead the co-ordination of stakeholders including development partners, advisors, lenders and the State Government to drive housing growth aimed at delivering quality outcomes for our customers.</p> <p>This is a senior leadership role requiring strong commercial acumen, an ability to manage cross functional workstreams and a passion to drive change and impact in the housing system.</p>
<p><b>Context:</b></p>	<p>This is an important role contributing to CHL’s vision of a world without housing poverty and is a role model for CHL’s values, vision and goals. Staff working at this level are expected to manage work practices for the health and wellbeing of staff and promote and adopt a balanced and positive approach to work.</p>
<p><b>Work Health &amp; Safety</b></p>	<p>Ensure all tasks and activities associated to the role’s operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions</p>
<p><b>Responsibilities:</b></p>	<p>The Program Lead – Housing Investment will:</p> <ul style="list-style-type: none"> <li>• Lead cross functional workstreams across commercial, development and operational disciplines to originate and deliver new housing project opportunities. Effectively source and resources to deliver the program objectives.</li> <li>• Create innovative structuring solutions which balance impact with value for money objectives.</li> <li>• Act as CHL’s program representative, leading interaction with the State Government, advisors and program partners ensuring strong relationships and effective communication strategies.</li> <li>• Lead the internal governance processes making sound recommendation to the executive and the CHL board.</li> <li>• Implement and manage an ongoing reporting and performance monitoring regime including close attention to program risk management</li> <li>• Oversee program finance and budgeting ensuring compliance obligations with our lenders and State Government are met.</li> <li>• Support the development team to identify new project opportunities, building relationships with long term partners who can provide ongoing project opportunities aligned with CHL’s strategic objectives.</li> <li>• Support the Operations team to ensure project mobilisation is effected efficiently to maximise the operational outcomes intended (both social and financial).</li> <li>• Support the development of staff members within the Investment Division</li> </ul>

<p><b>Technical Skills, Experience &amp; Qualifications:</b></p>	<p>You will have extensive experience (10 years +) in a similar role within Government, Project Development, Finance or Housing sector with extensive experience in coordinating the delivery of multiple projects and contracts. In addition:</p> <ul style="list-style-type: none"> <li>• Relevant qualifications in finance, property development or related discipline highly desirable</li> <li>• An excellent communicator with a talent for building relationships and working in partnership with key stakeholders</li> <li>• Exceptional problem solving and decision-making skills, including the ability to identify and navigate potential risks</li> <li>• The ability to work independently as part of a wider team and adapt in a fast-paced environment</li> <li>• A commitment to the right of all people to affordable and sustainable housing.</li> <li>• Commitment to our organisation's mission, vision, and values, with a passion for social impact</li> <li>• Current Driver's Licence</li> <li>• Satisfactory Police, Working with Children and NDIS Checks</li> </ul>
<p><b>Key Capabilities:</b></p>	<p><b>Service Delivery</b> - Ensures CHL's major projects are integrated and consistent. Obtains the commitment of key stakeholders to major CHL project strategies</p> <p><b>Strategy &amp; Business Transformation</b> - Considers multiple perspectives &amp; risks when assessing key issues and develops solutions with long- term viability for CHL and the communities we serve. Draws on information, addresses critical information gaps and uses knowledge to drive different approaches.</p> <p><b>Leadership</b> - Identifies and evaluates alternative solutions to problems and acts with conviction to lead implementation of the solution.</p> <p><b>Collaboration and Partnerships</b> - Builds and sustains relationships within CHL, across the community housing industry, the government and a diverse range of external stakeholders. Identifies and manages critical relationships to ensure CHL's objectives and deliverables are enhanced.</p> <p><b>Advocacy</b> - Represent CHL in critical negotiations achieving effective solutions in challenging relationships, ambiguous and conflicting positions</p> <p><b>Financial Management</b> - Oversees key program budgets, reviews financial performance and ensures availability of adequate resources.</p>