

POSITION DESCRIPTION

SENIOR PROJECT MANAGER

Supervises: NIL

CHL Capability Band: #2

Primary Purpose:	The Senior Project Manager is responsible for leading and owning the end-to-end delivery of multiple and/or complex development projects across Victoria, ensuring outcomes align with CHL's strategic direction, growth strategy and operational requirements.
Context:	This is a senior 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 and ensure health and safety risks are addressed in a working environment free from harassment and discrimination.
Work Health & Safety:	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.
Responsibilities:	The Senior Project Manager is accountable for end-to-end project delivery outcomes, ensuring projects are delivered in line with approved scope, budget, program and governance requirements by: 1. Project Delivery - Lead the delivery of multiple and/or complex development projects across the development lifecycle including feasibility, planning approvals, design development, procurement, construction, handover and defects management. Ensure projects are delivered: • Within approved scope, budget and program • In compliance with funding, planning, regulatory and contractual requirements • In alignment with CHL's operational, asset management and sustainability standards • With risks proactively identified, managed and escalated in accordance with governance requirements • Managing approved project budgets including forecasting, cost control and reporting 2. Design & Consultant Management - Manage and coordinate consultant teams (whether directly appointed by CHL or engaged by builders or developers) to deliver fit-for-purpose, high-quality housing outcomes that support long-term operational and lifecycle performance. This includes: • Establishing and managing project briefs and design requirements • Managing architects and other design consultants and coordinating developer-led delivery teams where applicable • Coordinating design development, value management and technical resolution • Ensuring designs meet CHL's operational, sustainability and lifecycle performance standards • Incorporating operational and asset management inputs throughout the design processes 3. Planning & Authority Approvals - Oversee planning and statutory approval processes to secure development approvals and maintain project timelines. This includes • Managing or overseeing planning consultants (or oversee, where appointed by others) and associated technical inputs • Coordinating planning submissions and authority engagement • Managing permit conditions and approval compliance • Supporting resolution of planning risks and conditions through delivery 4. Procurement & Builder Engagement - Lead builder procurement and contracting processes in line with CHL policies and governance requirements. This includes: • Preparing and managing tender and procurement processes • Coordinating tender evaluations and recommendations • Supporting negotiation and execution of building contracting • Managing mobilisation and delivery interfaces with appointed builders and superintendents 5. Construction & Contract Management - Oversee construction delivery (either directly or through a development partner, builder or delivery entity) to ensure projects are delivered safely and in accordance with contractual obligations. This includes:

	• Representing CHL in key development contract negotiations. • Managing builder and superintendent relationships and administering building contracts • Monitoring construction progress, cost, quality and program performance • Managing variations, claims and delivery-related contractual matters • Ensuring compliance with safety, quality and reporting requirements • Overseeing defects management, completion and handover to operations 6. Budget Ownership & Financial Discipline – Maintain strong financial control across projects including: • Ownership of approved project budgets and cost plans • Maintaining accurate cost forecasting and cashflow management • Active management of variations and cost pressures • Ensuring decisions are made with full visibility of cost impacts and recommending mitigations strategies. 7. Acquisitions, Turnkey & Contract of Sale Projects - Where projects involve acquisitions, turnkey arrangements or operator-led delivery models, oversee delivery obligations to ensure completed assets meet CHL's operational, design and quality requirements. This includes: • Coordinating development due diligence inputs and making sound recommendations. • Managing developer and delivery interfaces • Monitoring design, quality and compliance outcomes during deliver • Verifying completion against contractual, operational and design requirements prior to settlement or handover 8. Stakeholder Engagement - Manage effective working relationships with key stakeholders to support successful project delivery, including: • Government agencies and approval authorities • Consultants, contractors and delivery partners • Internal teams across Development, Commercial, Operations and Asset Management 9. Governance, Risk & Reporting - Maintain strong project governance and oversight across the project portfolio, including: • Operating within established Project Control Group (PCG) and internal governance structures • Preparing accurate, timely project reporting on program, budget, risk and delivery performance • Maintaining project documentation, risk registers and reporting systems • Escalating risks, issues and proposing mitigation strategies. • Supporting inputs to internal committees and investment governance forums as required 10. Team Leadership & Capability Development - Provide mentoring and guidance to Project Managers and contribute to strengthening CHL's development delivery capability by: • Supporting consistent project management practices and standards • Contributing to continuous improvement of development processes, systems and tools • Sharing knowledge, lessons learned and best practice across the team 11. Other Divisional Activities – Support initiatives that uplift broader capability of the division.
Technical Skills, Experience & Qualifications:	• Minimum 5 years' experience in similar role within property development, housing, project management or related field. • Relevant tertiary qualifications in property development or related discipline highly desirable. • Advanced skills in project management methodologies (e.g. Prince2, Agile) and Microsoft Office suite of products • Strong communicator with proven experience in developing relationships and working collaboratively with a range of stakeholders to achieve project delivery outcomes. • High level conceptual and problem-solving skills. • Commitment to the right of every person to good quality housing. • Satisfactory Police and Working with Children's Check
Key Capabilities:	Client Focus: Provides leadership and focuses team on client outcomes Achieves Results: enables the achievement of quality outcomes by identifying and removing potential barriers to success Solves Problems: monitors programs, identifies potential problems, and develops and implements collaborative solutions. Project Management: responsible for end-to-end project management and delivery to meet time, budget and quality outcomes. Resilience: motivates and supports teams to achieve CHL's objectives even in difficult circumstances.

	Advocacy: articulates clear and persuasive messages about key issues when advocating or negotiating on behalf of CHL. Strategic Thinking: considers multiple perspectives and risks when assessing key issues and develops solutions with long-term viability for CHL. Leadership: actively manages staff performance, addresses and resolves team and individual performance issues. Engages with Risk: ensures that risks are identified and managed effectively, and appropriate strategies are in place to respond to variances. .
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