

# POSITION DESCRIPTION

## ASSET PORTFOLIO DEVELOPMENT MANAGER



**Location:** Robina Office  
**Reports to:** National Asset Development Manager  
**Supervises:** Senior Asset Officer  
**CHL Capability Band:** 3

<b>Primary Purpose:</b>	The Asset Portfolio Development Manager is responsible for supporting the strategic management and delivery of existing and new housing assets in line with CHL's strategic direction and growth strategy.
<b>Context:</b>	This is a senior role leading key program or project areas that contribute to CHL's vision of a world without housing poverty. This role is a champion for CHL's values, vision and goals and promotes and drives commitment to the organisations strategic objectives. Staff working at this level are expected to manage work practices for the health and wellbeing of staff, promote and adopt a balanced and positive approach to work and promote a working environment free from harassment and discrimination.
<b>Work Health &amp; Safety:</b>	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
<b>Responsibilities:</b>	<p>The Asset Portfolio Development Manager will liaise with key stakeholders to develop quality project outcomes by ~</p> <ol style="list-style-type: none"> <li>1. Assisting the State Manager to prepare and implement integrated portfolio development and growth strategies for the State</li> <li>2. Identifying and assessing new development opportunities in line with the CHL's growth strategy</li> <li>3. Providing strategic advice and recommendations on assets within the State portfolio, ensuring quality asset and maintenance services of existing assets through the development of asset management plans, management of staff and contractors</li> <li>4. Preparing development feasibilities and project evaluations in conjunction with the Project Services team with a focus on identifying and mitigating risk</li> <li>5. Co-ordinating development and delivery of capital projects through engagement with multi-disciplinary consultancies across design, planning, and delivery</li> <li>6. Preparing and co-ordinating project plans across the full development lifecycle including monitoring project outcomes and budgets in conjunction with the Project Delivery team</li> <li>7. Overseeing the delivery of capital funding contractual obligations including design specifications and project deliverables</li> <li>8. Leading asset performance evaluation and improvement across the full asset lifecycle and implementing initiatives to enhance asset sustainability and efficiency to meet whole of business requirements</li> <li>9. Managing procurement in accordance with CHL policies and procedures including quotations, estimates, selection and evaluation of tenders from suppliers and contractors</li> <li>10. Making recommendations and providing feedback to senior management through preparation of assessment reports, briefing papers and business cases including asset lifecycle assessment and improvement opportunities</li> <li>11. Co-ordinating reporting requirements for internal and external stakeholders.</li> <li>12. Effectively managing team including: performance and compliance requirements; appraisals, supervision and development</li> <li>13. Actively participating in the State's leadership team and working to foster strategic partnerships across Government, NFP and private sectors</li> <li>14. Providing strategic advice and recommendations on assets within your portfolio</li> <li>15. Supporting preparation of tenders and funding applications related to property related transactions in partnership with the Bid Management team</li> <li>16. Contributing to continuous improvement to optimise approaches to strategic portfolio management and delivery of growth opportunities.</li> </ol>

<b>Technical Skills, Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum 3-5 years' experience in similar role within property development, housing, project management or related field</li> <li>• Relevant tertiary qualifications in property development or related discipline highly desirable</li> <li>• Commitment to the right of every person to good quality housing</li> <li>• Satisfactory Police and Working with Children's Checks</li> </ul>
<b>Key Capabilities:</b>	<p><b>Client Focus</b> - Provides leadership and focuses team on client outcomes</p> <p><b>Achieves Results</b> - Enables the achievement of quality outcomes by identifying and removing potential barriers to success</p> <p><b>Solves Problems</b> - Monitors programs, identifies potential problems, and develops and implements collaborative solutions</p> <p><b>Project Management</b> - Responsible for project management and delivery to meet time, budget and quality outcomes</p> <p><b>Resilience</b> - Motivates and supports teams to achieve CHL's objectives even in difficult circumstances</p> <p><b>Strategic Thinking</b> - considers multiple perspectives and risks when assessing key issues and develops solutions with long-term viability for CHL and the communities we serve</p> <p><b>Leadership</b> - Actively manages staff performance, addresses and resolves team and individual performance issues</p> <p><b>Negotiation &amp; Influence</b> – Approaches negotiations with a strong grasp of the key issues, focuses discussion on the desired objectives and ensures negotiations remain professional</p> <p><b>Professionalism &amp; Accountability</b> – Accepts responsibility for actions of staff and teams under area of authority and ensures there are systems in place to establish and measure accountabilities. Integrates professional expertise throughout CHL and shares own expertise to improve performance and delivery of outcomes</p> <p><b>Engages with Risk</b> - ensures that risks are identified and managed effectively, and appropriate strategies are in place to respond to variances</p> <p><b>Probity</b> – Models the highest standards of ethical behaviour, aligns and monitors business processes accordingly and reinforces adherence in others</p>