

POSITION DESCRIPTION

Senior Project Manager – Program Lead

Location: QLD

Reports to: State Development Manager

Supervises: Project Managers – Delivery

CHL Capability Band: #2



Primary Purpose:	The Senior Project Manager – Program Lead is responsible for the delivery of a program of projects which supports CHL's strategic direction and growth strategy.
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:	<p>The Senior Project Manager – Program Lead will liaise with key stakeholders to develop quality project outcomes by</p> <ol style="list-style-type: none"> 1. Lead a program of development projects aligned to the strategic objectives and the needs of tenants and operational teams working collaboratively with the State Manager. 2. Manage achievement of project milestones, delivering outcomes to high professional standards and demonstrate value for money. 3. Coordinate project delivery through the development lifecycle in line with partnership and funding commitments working collaboratively with the delivery team. 4. Identify and assess new development opportunities aligned to the objectives of the program. 5. Negotiate with agents, landowners and partners regarding potential acquisition and delivery opportunities prioritising value for money. 6. Prepare development feasibilities and project evaluations working with the broader project services team with a focus on identifying and mitigating risk. 7. Manage due diligence and acquisition processes including coordinating the preparation of legal documentation for acquisitions and partnerships. 8. Monitor compliance with approvals and approval conditions through design development and project delivery. 9. Monitor effective management of project budgets and financier requirements. 10. Coordinate ECI process (where applicable) and assist with tenders and construction contract negotiation. 11. Prepare and co-ordinate reporting requirements for internal and external stakeholders including due diligence reports and regular project reports for committees and boards. 12. Establish and maintain active working relationships with representatives in the private and public sectors, consultants, contractors, real estate agencies, community and the property development industry. 13. Report regularly to the State Development Manager on risks and opportunities. 14. Contribute to continuous improvement to optimise approaches to strategic portfolio management and delivery of growth opportunities.
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • 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 skills in in 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 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:	<p>Client Focus: Provides leadership and focuses team on client outcomes</p> <p>Achieves Results: enables the achievement of quality outcomes by identifying and removing potential barriers to success</p> <p>Solves Problems: monitors programs, identifies potential problems, and develops and implements collaborative solutions.</p> <p>Project Management: responsible for project management and delivery to meet time, budget and quality outcomes.</p> <p>Resilience: motivates and supports teams to achieve CHL's objectives even in difficult circumstances.</p> <p>Advocacy: articulates clear and persuasive messages about key issues when advocating or negotiating on behalf of CHL.</p> <p>Strategic Thinking: considers multiple perspectives and risks when assessing key issues and develops solutions with long-term viability for CHL.</p> <p>Leadership: actively manages staff performance, addresses and resolves team and individual performance issues.</p> <p>Engages with Risk: ensures that risks are identified and managed effectively, and appropriate strategies are in place to respond to variances.</p>
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