

Position description

Position title	Development Manager
Position number	201171 & 201172
Classification level	E
Group	Property
Reports to	Senior Development Manager
Location	1010 La Trobe Street, Docklands
Date	September 2024
Tenure	Permanent full time

Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of two specialist delivery groups – Property & Telecommunications – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

The Development Manager reports directly to the Senior Development Manager.

The position has one direct report, the Assistant Development Manager.

Budget

The Development Manager is responsible for managing allocated project budgets and expenditure and all associated reporting.

Purpose of the position

The Development Manager is responsible for managing the property development of assigned projects, aligned with the Development Team strategy.

The Development Manager takes a hands-on role in the management and coordination of all aspects of property development including feasibility assessments, planning, design, construction, finance and legal/contractual issues.

Key accountabilities/functions

- Be responsible for the delivery of property development projects ensuring financial, quality and delivery time objectives are achieved or exceeded.
- Undertake feasibility assessments and assist senior management in business case development.
- Deliver assessed projects in accordance with VicTrack's Assessment and Delivery Framework.
- Manage the appointment of contractors, consultants and developers in accordance with VicTrack procurement policies and guidelines.
- 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 project governance arrangements to ensure financial, cost, time and quality of planning, approvals and project implementation occurs in line with quality assurance practices.
- 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.
- Manage allocated project budgets, including meeting monthly reporting requirements to Management, Executive and Board.
- Prepare and lead developer procurement for allocated projects, ensuring all statutory approvals and assessment are adhered to.
- Participate and/or lead the negotiation of project outcomes with private development partners, builders, contractors, government agencies, local government and other stakeholders.
- Provide advice and support to the Senior Development Manager(s) and the Group Manager Development, the Executive Directors and Board on the development, implementation, management and reporting of projects.
- Evaluate, share and implement industry best practices to ensure continuous improvement in processes, procedures and activities.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Relevant tertiary qualifications in Property, Valuations, Development Management, Building, Engineering or Commerce

Knowledge and experience

- Ideally 5+ years' experience with development management and/or project management emphasis
- Well-developed understanding of full lifecycle development management, preferably with demonstrated experience with built-form residential projects
- Experience and good knowledge of financial feasibility, including managing budgets and developing business cases
- Experience managing a broad range of stakeholders, including government
- Working knowledge of property/construction related legal documentation and issues

Skills

- Demonstrated skills in managing internal staff and multi-disciplined consultant teams within time and budget constraints
- High level ability to think laterally and strategically in a complex property environment
- Demonstrated ability to work in a team environment and contribute positively to team goals
- Strong commercial and financial acumen

- High level interpersonal skills with the ability to effectively communicate – both verbally and in writing, with a wide range of stakeholders to build and enhance relationships.
- Sound computer skills – MS Office suite and Estate Master (or similar)

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Specialist Consultants
- Developers
- Local government
- State government departments
- Transport for Victoria
- Department of Treasury & Finance
- Public Transport Victoria
- Development Victoria
- Project Authorities from time to time (e.g. Level Crossing Removal Project, Melbourne Metro Rail Authority)