

POSITION: Development Manager
REPORTS TO: Head of Property Development
DATE CREATED: February 2025

ORGANISATIONAL ENVIRONMENT

MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers experienced through Homelessness, Disability, Palliative care, Early Childhood Intervention Services and Education.

With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.

Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way.

JOB CONTEXT

The MCM Corporate Services team (including property, facilities, IT, legal and finance) work alongside the affiliated entities of MCM Housing and Hester Hornbrook Academy in shaping and leading the implementation of the housing growth and education pipeline. The Development Manager will form part of this team.

MCM Housing is a Victorian registered housing provider established in 2021 with the primary foal of addressing the pressing need for affordable rental housing with a particular focus on the young demographic aged between 18-25.

Hestor Hornbrook Academy (HHA) work with early school leavers and those experiencing homelessness to help them gain the confidence, experience and skills to continue their study, or explore training and job opportunities. We offer a safe, inclusive learning environment that focuses on early childhood development and family support. We also seek to enhance the lives of children and their families living in under-resourced or disadvantaged environments.

JOB PURPOSE

The Development Manager is responsible for the day-to-day property development management of the strong pipeline of new projects for both MCM Housing and HHA, with support and oversight from the Head of Property Development.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

Financial management

- Manage specific developments within budget to deliver targets on time and to quality standards.
- Manage and maintain accurate development financials as required in conjunction with commercial business partner colleagues.
- Oversee and manage all project specific purchasing and invoicing requirements ensuring to operate in accordance requirements in terms of tender and approval processes.
- Accurately monitor and track of all project budgets/forecasts on a regular basis.

Development Management

- Develop budget estimates and cashflows in partnership with the internal Corporate Services commercial partners.
- Development management ensuring risk assessments and procurement options are made and projects meet delivery schedules.
- Collaborate with external consultants and stakeholders to support achievement of development objectives including developing design briefs.
- Ensure timely planning and approvals that adhere to budget to ensure project delivery schedules are met.
- Manage and resolve project issues with internal/external stakeholders to appropriate outcomes.
- Effective management of all stakeholder relationships through proactive communication/influencing/negotiation.
- Assist to prepare Planning applications alongside the consultant team.
- Manage and oversee (with external project management support) to ensure compliance with all legal/compliance requirements.
- Assist in the negotiation of formal documentation such as development agreements, contracts of sale, leases, construction contracts and other relevant legal documentation.
- Assist in the implementation of site acquisition due diligence and negotiation.
- Operate development management in accordance with all internal and external regulatory and compliance requirements, as applicable to the works.
- Produce accurate reports for different audiences in accordance in required timeframes, as directed. This will include Development Steering Committee Groups.
- Ensure external consultant services are delivered within the framework of MCM's policies and procedures, legislative requirements, and meet the relevant service standards.
- Deliver internal reporting through the Project Management Office framework on a monthly basis.
- Perform other relevant duties and responsibilities, as directed by the Head of Property Development.

POSITION AUTHORITIES

Direct reports:	0
Indirect reports:	0
Operating expenditure:	As per delegations of authority (TBC)
Capital expenditure:	As per delegations of authority (TBC)
Other:	Recommending project expenditure if it aligns with project budget.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none"> • Finance • Service business units (e.g., MCM Services, Hester Hornbrook Academy, MCM Housing) • Executive team
External Relationships	<ul style="list-style-type: none"> • External consultants • Government councils • Land owners (as required)

KEY SELECTION CRITERIA

Essential:

- Tertiary qualifications in property, construction, design or relevant discipline.
- Demonstrated experience in property development management.
- Experienced understanding of impacts of development processes to overall development delivery.
- Proven experience in cost planning, cost control, forecasting, planning and delivery.
- Strong commercial skills, project development and project management skills.
- Satisfactory completion of safety screening including a National Police check, International Police check (if required) a current Victorian Working with Children Check (Employee), current Victorian driver licence, and the right to work in Australia.

Desirable:

- Experience in both housing and education development is desirable but not essential.

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Child Safety & Safety of Vulnerable People

MCM is a Child Safe Organisation. We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Workplace Health & Safety:

MCM’s strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and people who use our services and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and people who use our services who may be affected by your acts or omissions in the workplace.

Operational Accountability:

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- All employees are subject to MCM’s Employment Safety Screening Procedure.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	People at the Centre We do our best work when we understand the people we serve and enable them to direct their own lives, demonstrating unconditional positive regard. We partner with others to provide access to what they need locally.
PARTNERSHIPS	Collaboration & Cooperation Seeks to find the right solution for all. Stays connected, and works together with colleagues and the people who use our services to achieve great things.
PARTNERSHIPS	Resolves Disagreements Addresses and resolves conflict constructively. Defuses dispute to achieve mutually beneficial outcomes for all parties.

PARTNERSHIPS **Credibility & Integrity**
Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.

REPUTATION **Provable Results**
Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for the people who use our services and our colleagues.

REPUTATION **Doing Our Best**
Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.

PEOPLE **Challenge & Change**
Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.

PEOPLE **Safety First**
Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

Together We are inclusive and accepting of difference.
We work in highly effective teams and our people are connected across our organisation.
We engage proactively with others to deliver outcomes.

Courageous We speak up constructively in line with our convictions.
We pursue our goals with determination.
We are passionate about our advocacy role.

Curious We are inquisitive and ask why.
We challenge the status quo.
We actively explore the alternatives.

Open We are transparent and have genuine, honest interactions.
We listen and hear people's voices.
We value and respect the autonomy of clients.
We trust one another.

Accountable We act safely in all our interactions.
We manage within our financial and resource boundaries.
We own our outcomes and decisions.
We are proud of the work that we do.