

Position Description

Position Details

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| Position Title: | Development/Project Coordinator (3 days per week) |
| Level: | 1 |
| Location: | Corporate Office |

Primary Objective

Develop the knowledge and skills required to assist and support a team through the sourcing, planning and evaluation, design, construction, marketing, sales and settlement of development projects ensuring financial viability and commercial success to deliver on Development Victoria's objectives.

Core Accountabilities

- Undertake various project-related and divisional tasks to support and contribute to the team's goals.
- Support the team in the preparation of project financial feasibilities, budgets and costings.
- Assist with the processing of project related invoices to ensure effective implementation of stages of the project against set budgets and performance targets as required.
- Assist in the preparation and administration of Request for Expression of Interest (REOI), Request for Expression Proposal (RFP) and Request for Tender (RFT).
- Assist Legal Services in preparation of Freedom of Information (FOI) documentation.
- Ensure legal and probity requirements are met.
- Assist with the engagement of consultants, contractors and suppliers, and manage the delivery of allocated minor works packages within appropriate time, cost and quality measures.
- Support the implementation of marketing and sales strategies, incentives, advertising campaigns and estate promotions.
- Assist with the preparation of agendas and record and distribute minutes for weekly project meetings, Steering Group meetings and Stakeholder forums/workshops.
- Assist with follow up actions that arise from meetings as required.
- Prepare written correspondence to stakeholders and consultants as delegated.
- Assist with the preparation, formatting and production of internal and outgoing correspondence, Board Papers, Monthly Project Reports, memos and other forms of regular information distribution.
- Undertake correct and timely filing, using TRIM software for all document management.
- Deliver customer service in a friendly, approachable and open manner.
- Respond to emails and telephone enquiries promptly and professionally, relaying accurate information to the appropriate people.
- Keep stakeholders up to date with issues and developments as directed.

- Develop and maintain a good working knowledge of Development Victoria’s electronic systems, office procedures and guidelines for accurate and timely processing
- Assist and support the strategic evaluation of properties that are under consideration as new business opportunities.
- Assist in the preparation of detailed feasibility studies to analyse the financial performance of potential and current opportunities.
- Support the preparation and presentation of analysis and recommendations for senior management and Investment Committee review.
- Assist with the development team to identify potential risk factors such as site suitability, zoning and planning approvals.

Work Health and Safety

All Staff in Development Victoria must acquire a working knowledge of Development Victoria’s WHS management responsibilities so that they can support the WHS efforts of the organisation, by:

- Taking care of their own health and safety and that of others who may be affected by Development Victoria’s operations;
- Meeting the WHS responsibilities outlined in Development Victoria’s WHS policies, guidelines and the requirements of their Position Descriptions;
- Reporting accidents or incidents or potential hazards to the WHS Manager or their direct manager;
- Knowing the processes involved in monitoring and reporting on the health and safety of contractors, consultants, and others at work under Development Victoria’s control;
- Complying with all safety directives and instructions;
- Actively participating in any training and WHS initiatives.

Employees are expected to support Development Victoria to continuously improve its safety performance in any way that they can.

Risk Management

- Maintain an awareness of risks relevant to their area of responsibility and implement effective risk management practices.
- Communicate and escalate significant risks to managers.

Knowledge Skills and Experience

Education

- Currently enrolled or completed a Bachelor degree or Postgraduate studies in a property development, construction, civil engineering, project management or equivalent discipline.

Experience

- Intermediate use of Microsoft Word, Excel, PowerPoint, Outlook and adobe pro or PDF based programs.
- Prior experience in the delivery of high quality customer service.
- Experience working in an environment requiring liaison with, and coordination of, multiple

stakeholders and conflicting demands.

- Previous experience in the preparation of written communication and documentation using clear, concise and grammatically correct language.

Legislation and Planning Processes

- Basic knowledge and understanding of relevant legislation and regulations, including residential codes and controls as they affect residential development, construction related matters.

Communication

- Prepares basic letters, emails and reports using clear, concise and grammatically correct language
- Organises information in a logical sequence
- Includes content appropriate for the purpose and audience
- Clearly explains information and listens to feedback

Planning and Organising

- Regularly plans and tracks progress on work tasks
- Takes an organised, methodical approach to work
- Addresses priority tasks first

Environmental Scanning

- Consults available sources to gather relevant information
- Seeks the expertise and advice of the people around them
- Keeps up-to-date with relevant information

Self-Management

- Manages own time in order to complete tertiary studies and 3 day week internship
- High levels of personal drive, determination and ambition
- Continually seeking to learn and develop capabilities
- Accepts responsibilities for own actions
- Has a realistic and balanced view of own strengths and weaknesses

Problem solving

- Optimistically searches for a range of solutions where there is an issue
- Seeks all relevant information for problem solving
- Identifies and proposes workable solutions to problems

Verification

This document has been reviewed by Human Resources, in conjunction with the Job Analyst. Human Resources acknowledge that this document complies with the Development Victoria job analysis process.

Job Analyst: Human Resources Director
Date: March 2017