



**ASSISTANT DEVELOPMENT MANAGER**

**JOB & PERSON SPECIFICATION**

**JANUARY 2025**

<b>Job Title</b>	Assistant Development Manager	
<b>Department</b>	Development	
<b>Location</b>	Adelaide, South Australia	
<b>Reporting to</b>	Senior Development Manager	
<b>Indirect Report</b>	General Manager, SA & Built Form	
<b>Tools Provided</b>	Laptop	
<b>Employee to Provide</b>	Mobile Phone <input checked="" type="checkbox"/>	Vehicle <input checked="" type="checkbox"/>

<b>Who is Villawood</b>	<p>Villawood is Australia’s leading residential land developer, with a proven track record in delivering innovative, family-focused master planned communities across Australia since 1989.</p> <p><b>Vision</b> To create Australia’s most desirable masterplanned communities, providing people with the homes of their dreams.</p> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Curious and Authentic</li> <li>• Committed and Persistent</li> <li>• Positive, Purposeful and Energetic</li> </ul> <p><b>Beliefs</b></p> <ul style="list-style-type: none"> <li>• Genuine Community Spirit</li> <li>• Amazing Resident’s Clubs</li> <li>• Inspiring Parks and Public Art</li> <li>• Future Proof Places</li> <li>• Doing Good</li> <li>• Positive Growth</li> <li>• Promises Delivered</li> </ul>
<b>Primary Purpose of Role</b>	<p>The purpose of this role is to assist in the management and development of Villawood’s property assets including the establishment and ongoing management of new and existing property developments to achieve the Company’s strategic and commercial objectives.</p>
<b>Key Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in construction, civil, property development, financial, project management or similar.</li> <li>• Advantage to have experience managing projects, or part of a team managing projects, involving significant civil or built form design or construction.</li> <li>• Financial knowledge and experience in preparing, analysing financial feasibility studies, project cash flows, programmes, budgets, costs and delivering profits.</li> <li>• Advantage to have previous experience in planning, organising and coordinating development, design, construction and marketing of land developments.</li> <li>• Sound knowledge of Statutory bodies/organisations policies &amp; procedures and relevant legislation.</li> <li>• Ability to liaise and engage with all stakeholders internally and externally.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Strong analytical, problem solving and negotiation skills.</li> <li>• Excellent organisational and planning skills.</li> </ul>
<b>Key Responsibilities</b>	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Assist development team in the implementation of the Company's property development strategy in accordance with Company objectives.</li> <li>• Provide support, as required, to the development team in the end to end delivery of development projects.</li> </ul> <p><b>Finance and Reporting</b></p> <ul style="list-style-type: none"> <li>• Support, as directed, feasibility / cash flow model management, analyse development options, forecast sales, pricing and delivery and assess project return on investment on assigned developments.</li> <li>• Update project programmes as directed.</li> <li>• Provide support in consultation with internal and external stakeholders, responsible authorities and third parties; to ensure proposed developments are viable and sustainable.</li> <li>• Assist in the preparation of project recommendation reports.</li> <li>• Assist in the preparation of EOI or tender documentation.</li> <li>• Assist in the preparation and negotiation of transaction contract, acquisition costs and terms as directed.</li> <li>• Assist in Identifying project risks and propose mitigation measures and recommend actions to SDM.</li> <li>• Liaise with management and consultants to ensure appropriate financial, commercial and legal risks are documented.</li> <li>• Investigate opportunities for innovation in sustainability, community development, housing design.</li> <li>• Work closely with finance and sales teams to manage performance outcomes.</li> <li>• Assist in the preparation of project documentation, including budget estimates/cost plans as directed.</li> <li>• Assist in the preparation of monthly forecasts, reports and reviews as directed.</li> <li>• Assist in the preparation of board reports and shareholder reports Ensures accurate and timely information is available for monthly management reports, covering all aspects of each project.</li> </ul> <p><b>Development Management</b></p> <ul style="list-style-type: none"> <li>• Assist in project planning including, sales, design and infrastructure build.</li> <li>• Support procurement of consultants and contractors.</li> <li>• Assist in the development of management plans and ensure we and our contractors meet OH&amp;S obligations.</li> <li>• Work closely with marketing team to ensure performance, delivery, meeting budget and alignment with strategy.</li> <li>• Work effectively with our agents, builder partners and other consultants and community members to get the best outcomes for the project at every level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report project issues, project performance and team issues to the SDM and/or GM Development.</li> <li>• Ensure escalation to SDM as required.</li> <li>• Attend relevant meetings with Councils and Authorities with SDM to negotiate outcomes.</li> <li>• Attend site meetings and liaise with contractors and Councils as required.</li> <li>• Deal with customer issues.</li> <li>• Maintain site presentation.</li> <li>• Undertake regular site visits of Villawood projects and competition.</li> <li>• Review market research, analysis and competition.</li> <li>• Resolve legal/financial issues in consultation with SDM.</li> </ul>
Success Measures	<ul style="list-style-type: none"> <li>• On time and budget delivery of agreed development projects/deliverables in line with approved cash flow budgets.</li> <li>• Proactive budget and cost control management.</li> <li>• Accurate, timely and proactive reporting on development performance Proactive management of consultants, contractors and both internal stakeholder and external agency relationships, with minimal escalations required.</li> <li>• Positive feedback received regarding development and individual performance.</li> <li>• Sales targets and profit forecasts achieved as agreed.</li> <li>• Actively living and breathing the Villawood values.</li> <li>• Managing, mitigating and reporting on key project risks in a proactive manner.</li> </ul>
Professional Competencies	<ul style="list-style-type: none"> <li>• <b>Communication:</b> ensure all communications are effective, clear and meaningful at all times.</li> <li>• <b>Continuous Improvement:</b> continually seek to update skills and knowledge base to deliver continuous improvement in people, processes and adoption of new technologies.</li> <li>• <b>Teamwork:</b> actively foster a culture of teamwork and collaboration with the wider business.</li> <li>• <b>Organisational Skills:</b> can work within defined deadlines with an ability to prioritise workflow when required.</li> <li>• <b>Professionalism:</b> demonstrates integrity through work ethic, personal accountability, professional image, and matching the company values.</li> <li>• <b>Commercially Minded:</b> approach work in a diligent and commercial way to ensure all project decisions are made with our shareholders in mind.</li> <li>• <b>Commitment to Quality:</b> challenges self to always present data in a meaningful, clear and concise way to encourage good decision-making process and customise reporting for non-financial and financial stakeholders alike.</li> </ul>
Reporting Relationships	<ul style="list-style-type: none"> <li>• Direct Reports: 0</li> <li>• Indirect Reports: 0</li> <li>• External Reports: 0</li> <li>• Other: NA</li> </ul>

# villawood

properties

<b>Dimensions</b>	<ul style="list-style-type: none"><li>• Sales Revenue: as per project targets</li><li>• Budget Expenditure: as per development budget</li><li>• Project Value: as per project</li><li>• Other: NA</li></ul>
<b>Authorities</b>	In accordance with Delegation of Authority Limits Policy as amended from time to time.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.