

WATERMARK SEARCH INTERNATIONAL CANDIDATE BRIEF

Executive Branch Manager, Development
ACT City Renewal Authority
February 2024



ACT
Government

**CITY
RENEWAL
AUTHORITY**

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Trusted for over 40 years, focused on the future.



Executive Branch Manager, Development City Renewal Authority, ACT Government

Help shape central Canberra for future generations

Lead multiple city-shaping urban renewal projects

Impact the development of world-leading amenities for Canberrans

The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the City Renewal Authority aims to create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability. The Authority works within the City Renewal Precinct, which spans Dickson, Braddon, Civic, Northbourne Avenue, Haig Park and Acton Waterfront.

Reporting to the Deputy Chief Executive Officer, the Executive Branch Manager, Development provides strategic and technical advice on urban development projects and land sales for the Authority. This is an influential position, leading a number of significant urban development and placemaking projects which will change the look and feel of central Canberra for generations. The role manages a small, professional team and project consultants in the planning and delivery of land release, sale and development programs including project feasibility, business case development, procurement, sales strategy planning and project management. The position plays a central role in how the Authority partners and collaborates with industry development partners, other ACT Government Directorates, and the broader community.

We are seeking solution-focused relationship builders who are adept at balancing projects of differing scale and complexity with both commercial and social outcomes. Demonstrated commercial strategy development, procurement, contract management and financial and risk management are well regarded, as is a strong appreciation of environment, social and governance principles and their application in the pre-development environment. This experience may have been gained in either the public or private sectors.

Contract: The successful applicants will be engaged under a performance-based contract for a period of five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

POSITION DESCRIPTION

Position title:	Executive Branch Manager, Development	Position number:	E333
Branch:	Development	Classification:	Exec level 1.4
Reports to:	Deputy Chief Executive Officer		

CITY RENEWAL AUTHORITY

The City Renewal Authority (the Authority) is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act) and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA).

The objectives of the Authority are set out in section 8 of the Act and include:

- a. the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal*
- b. the encouragement and promotion of social and environmental sustainability; and*
- c. operational effectiveness, delivering value for money using sound risk practices.*

DUTY STATEMENT

The Director, Development provides strategic and technical land development and sales advice to the Authority. Reporting directly to the Deputy Chief Executive Officer (DCEO), the Director, Development leads the team responsible for the planning and delivery of the City Renewal Authority land release, sale and development program across the City Renewal Precinct (Precinct). This includes project feasibility, business case development, procurement, sales strategy planning and project management.

The Director, Development supports the DCEO and the Authority in delivering high quality outcomes in line with CRA's objectives. The position plays a central role in how the Authority partners and collaborates with industry development partners, other ACT Government Directorates and the broader community.

The duties for this position include:

- developing, maintaining and delivering a strategic property development and land sales program that delivers revenue to the Authority as well as achieving design excellence and ACT Government policy objectives in relation to housing and sustainability.
- planning and delivering complex land development and associated works, and providing expert advice to the Authority Board, Chief Executive Officer (CEO), DCEO, other executives and key government and non-government stakeholders on complex land development matters
- initiating and assessing the integrity, feasibility and merits of land development proposals and providing well considered and analysed recommendations to the Board, CEO and DCEO
- leading Authority stakeholder engagement and relationships with industry bodies (e.g. Property Council of Australia, MBA), industry participants, planning authorities (EPSDD and NCA) other ACT Government partners and community groups;

- working with the CEO, DCEO and peers to provide executive leadership of the Authority. This includes driving the culture of the Authority, strategic development planning, mentoring and people leadership.
- contributing to and leading high quality and effective project governance and management and delivery across the Authority portfolio, as well as for specific development projects
- providing executive leadership and direction to the project teams that are responsible for development.
- preparing high level reports and correspondence including submissions on behalf of the CEO and the DCEO in the form of Ministerials, Briefs and Board reports; and
- ensuring effective project governance, risk management (in particular, safety, procurement, and contract management), compliance and financial control across all elements of project and contract management.

CANDIDATE PROFILE

The ACT Government is in the process of establishing a new generation of outstanding leaders at the highest levels of the public sector. To undertake the role successfully, the candidate must possess the following attributes and skills:

- tertiary qualifications in engineering, property development, project management, planning and/or urban design (or other relevant field) and/or demonstrable experience.
- extensive knowledge and experience of land development projects and related issues and the ability to conceptualise and convey innovative ideas and initiatives. Experience in urban renewal and urban brownfield is highly regarded.
- demonstrated understanding of environment, social and governance principles and their application in the development environment
- demonstrated knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team to deliver key government objectives.
- demonstrated commercial strategy development and implementation; procurement, contract management, financial management and risk management; capability, along with the commitment to good governance administration.
- understanding of good design and urban renewal outcomes in relation to land development
- understanding of working in a government environment
- high-level communication (oral, graphic, and written) and presentation skills
- high-level negotiation and interpersonal skills, desirably in a public sector environment; and
- understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Candidates should also note the ACTPS Code of Conduct (which can be found at <http://www.cmd.act.gov.au/employment-framework/workplace-behaviours>)

SELECTION CRITERIA (based on the ACTPS Executive Capabilities)

The Executive Capabilities describe the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic thinking and effective management. The executive capabilities are as follows:

Leads and values people	<ul style="list-style-type: none">• Motivates and develops people• Values diversity and respects individuals• Builds a culture of improving practice
Shapes strategic and creative thinking	<ul style="list-style-type: none">• Inspires a sense of purpose and direction• Encourages innovation and engages with risk• Thinks broadly and develops solutions
Achieves results with integrity	<ul style="list-style-type: none">• Develops organisational capability to deliver results• Manages resources wisely and with probity• Progresses evidence-based policies and procedures• Shows sound judgement, is responsive and ethical
Fosters collaboration	<ul style="list-style-type: none">• Listens and communicates with influence• Engages effectively across government• Builds and maintains key relationships
Exemplifies citizen, community and service focus	<ul style="list-style-type: none">• Understands, anticipates and evaluates client needs• Creates partnerships and co-operation• Works to improve outcomes

DESIRABLE

Formal qualifications in engineering, development, project management, planning and / or urban design (or other relevant field) or demonstrable experience is desirable.

Further information on the Authority can be found at: <https://www.act.gov.au/cityrenewal>

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Development and indicates how frequently each of these requirements would be performed. Please note that the Authority is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never

Working with asbestos	Never
Potential to encounter agitated customers	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally

FURTHER INFORMATION

For further information about the City Renewal Authority, its roles and functions, office locations and other related resources, please visit <https://www.cityrenewalCBR.com.au>

For further information on employment conditions applicable to this position, please visit <https://www.jobs.act.gov.au/about-the-actps>

How to Apply

An executive search is being undertaken by Watermark alongside the public advertisement.

Applications for the position will need to include the following:

Candidate Statement

A brief cover letter or statement addressing the key role criteria and outlining what the candidate feels they would bring to this position.

Curriculum Vitae

Covering positions held, dates, key achievements and details of present position.
Details of education, professional training and qualifications including dates of degree completion.

Support for Your Application

Any further support documents.

For a confidential discussion please call Daniel Nicholls or Claire Crawford of Watermark Search International who are leading the search on behalf of the City Renewal Authority.

Daniel Nicholls

Partner, Executive Search
0450 948 868

Claire Crawford

Partner, Executive Search
02 9233 1200

Georgina Southwell

Project Administrator
02 9239 1223

Please send your application quoting **Ref No A005451** to Watermark Search International at search@watermarksearch.com.au. We will reply to the email address used for your application.

Closing date: 14 March 2024 at 11.59pm AEDT

Contact Us

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