



Position Details

Position title:	Property Development Lead
Award Classification:	Band 8
Department:	Property and Assets
Division:	City Infrastructure
Date Approved:	11 May 2026
Approved By:	Manager Property and Assets

Organisational Relationships:

Reports To:	Head of Real Estate Portfolio (Development & Transactions)
Supervises:	Property Development Associates undertaking relevant real estate projects
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Members of the public, government representatives, statutory authorities, suppliers, contractors.

Position Objectives

- Lead, coach and develop a small, high impact team, setting clear expectations, and providing impactful feedback.
- Deliver real estate development projects through the project lifespan – potentially from conceptualisation to completion.
- Foster a culture of high performance and continuous improvement.

Key Responsibilities and Duties

- Plan projects and support their progress.
- Coordinate the team to deliver property development outcomes.
- Undertake ad hoc feasibility studies and scenario testing.
- Assess and address risk and compliance of property development projects.



- Collaborate with relevant internal business units and external stakeholders to realise project and organisational objectives.
- Ensure that stakeholders have genuine input into the planning, design and delivery of real estate development projects.
- Prepare impactful briefings and reports to the executive team and elected Council.
- Contribute to evidence-based real estate portfolio planning/management.
- Drive change.
- Uphold and model Council's values.

Accountability and Extent of Authority

- Accountable for the management of resources associated with Council's property development activities, operating with freedom to act set by broad organisational goals, policies and budgets, where decisions and actions may have a substantial effect on the unit and the public perception of the organisation.
- Accountable for the achievement of real estate development objectives, where decisions and actions may have a substantial effect on the performance of the unit and the public perception of the organisation.
- Accountable for the management of a specialist property development function, exercising authority subject to Council goals, policies and relevant legislation, with decisions that may have a substantial effect on the community.
- Accountable for developing policy options and strategic plans relating to property development outcomes, operating with wide freedom to act within areas determined by Council and the executive.
- Accountable for the provision of sound management of projects, programmes, assets and associated resources, where outcomes may have a substantial impact on the organisation and the community.
- Has the authority to manage the resources of the function to achieve these outcomes, with discretion exercised within broad goals, policies and budgets, rather than detailed procedures.
- Accountable for the achievement of performance targets.

Judgement and Decision Making

- Decisions and actions taken by the incumbent may have a substantial impact on the organisation and the community, including implications for property development outcomes and public perception.
- Responsible for complex problem solving related to property development matters, where issues are not clearly defined and require analysis of multiple and competing factors.
- Identifies and analyses an unspecified range of options to address complex issues, assessing risks, impacts and opportunities to determine appropriate recommendations.
- Develops policy options and recommendations for management and Council consideration, informed by professional judgement and analysis.



- Operates with little direct supervision within a broad policy and legal framework, exercising independent judgement consistent with organisational objectives

Specialist Skills and Knowledge

- Ability to apply specialist knowledge that may extend beyond the original field of specialisation, drawing on a broad understanding of property, commercial, financial and strategic considerations.
- Sound understanding of the legal, socio economic and political context in which Council operates, and the ability to apply this understanding to real estate and property development matters.
- Advanced commercial acumen, including the ability to assess financial viability and risks in a public sector and market influenced environment.
- Sound knowledge of budgeting and financial management procedures, including the ability to interpret financial information to inform advice, options and recommendations.
- Ability to integrate legal, financial and contextual knowledge to support complex problem solving and the development of policy options for management consideration.
- Practical understanding of property development and project delivery fundamentals, enabling informed judgement across a range of complex development activities.

Management Skills

- Provide leadership, guidance and advice to team members on technical, procedural and administrative matters to support the achievement of agreed objectives.
- Apply an understanding of people and performance management practices in the day to day management and supervision of staff.
- Plan, organise and prioritise work for self and direct reports to achieve objectives within specified timeframes, managing competing demands and pressures.
- Lead by example and positively influence team performance, behaviours and accountability.
- Involve team members in goal setting and decision making by encouraging collaboration, knowledge sharing and joint problem solving.
- Communicate team goals clearly, delegate effectively, and monitor progress to ensure delivery of agreed outcomes.
- Plan activities within financial and other resource constraints, aligning work programs to available resources and organisational priorities.
- Develop, implement and monitor budgets, resources and operational plans for the areas of responsibility to achieve required outcomes.
- Identify and manage risks, implementing appropriate risk management strategies within the areas of responsibility.
- Oversee and coordinate contracts and tenders, as required, to support the delivery of work programs.
- Develop, monitor and use key performance indicators to measure performance and inform continuous improvement within the business sub team.



Interpersonal Skills

- Strongly demonstrated ability to persuade, influence and negotiate with employees, clients, members of the public and external stakeholders to achieve agreed outcomes.
- Demonstrated ability to use discretion and judgement when dealing with complex, sensitive or competing stakeholder issues.
- Strongly demonstrated skill to lead, motivate and develop employees, fostering commitment, accountability and high performance.
- Demonstrated capacity to build and maintain strong, cooperative and collaborative internal and external relationships that support the achievement of objectives.

Qualifications and Experience

- A tertiary qualification (degree or diploma) in property economics, construction, civil engineering, architecture, construction law, urban design or related discipline.
- Post-graduate qualifications, or qualifications and experience in another relevant field would be an advantage.
- Experience managing:
 - Complex real estate development projects; or
 - Major infrastructure projects; or
 - Large scale (~\$1 billion+), complex real estate/infrastructure portfolios.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.



Diversity and Equal Employment Opportunity

- Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City, as diversity and inclusion drives our success.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments. Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- A proven ability to contribute within high impact, lean teams.
- A specialist capability in converting complex, multi-dimensional information into clear, compelling narratives.
- Six or more years direct experience in complex property development, major civil infrastructure projects, or the optimisation of large, complex property/infrastructure portfolios.
- A tertiary degree or diploma in a property related discipline.
- Either:
 - o Demonstrated experience in supervising/managing staff; or
 - o Demonstrated experience in coaching/mentoring, and a tertiary diploma/degree in management, leadership, or business administration.
- Intermediate skills in discounted cashflow modelling – either in spreadsheet or proprietary software.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

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