

Project Delivery Officer | Position Description

Employment Type:	Part time (0.8 FTE)
Term:	Fixed Term 12 months
Location:	Sydney or Melbourne based
Reports to:	Chief Operating Officer
Remuneration:	\$80,000 to \$90,000 per annum pro rata (depending on experience) plus S-GC & salary sacrificing
Purpose:	Working closely with the Chief Operating Officer, assess the feasibility of potential projects, and manage the completion of defect works within completed projects post settlement.

About the Summer Housing

Established in 2017, Summer Housing's mission is to expand the range and scale of diverse housing options for people with disability living in, or at risk of admission to, residential aged care, particularly younger people.

Summer Housing's vision is to see all people with disability and complex care needs have the opportunity to live in high quality housing that enables them to live as independently as possible, enhancing their health, wellbeing and participation in the community.

Summer Housing will achieve its vision by demonstrating leading practice in housing design that enables independence and community inclusion. We will do this by commissioning at least 300 additional units of housing for people with disability.

About the Position

Summer Housing is securing a pipeline of projects in which our innovative model of housing is to be incorporated. We require the expertise of an experienced design lead to provide input into the assessment, design implementation and integration of our model of housing into the build environment of secured and prospective projects. This role will also be responsible for ensuring defects identified within our completed projects are undertaken in a timely manner post settlement.

Reporting to the Chief Operating Officer, the position requires a commitment of 4 days per week (or equivalent hours).

You will need to display a 'can-do' attitude. Excellent communication, negotiation and influencing skills are a must.

RESPONSIBILITIES AND DUTIES

- Contribution to the formulation and implementation of Summer Housing strategy and strategic initiatives.

Design

- Provide input into the application of Summer Housing's model of housing in pipeline projects;
- Provide design advice both internally and externally on design requirements / design brief for projects;
- Provide high quality analysis, contribute to the development of options and coordination of design solutions to address site and project specific issues;
- Ensure the design process recognises current legislation, standards and codes of practice, where appropriate;
- Develop collaborative working relationships with partner developers, architects, contractors, design teams, management teams etc;
- Attend sites as required for design meetings and consultations in connection with the fulfilment of the above tasks.

Defects Management

- Project manage rectification of defects within the defects liability period in consultation with developers, builders and other stakeholders;
- Conduct pre and post settlement inspections to identify defects, including testing of technology and equipment.
- Triage defects by assigning appropriate priority;
- Initiate and manage escalation process for defects;
- Identify and implement process improvements to improve defect management program.

Work related Competencies

- A degree in Architecture, Construction Management or other relevant qualification or experience;
- Experience in defect management or similar;
- Well developed conceptual and analytical skills;

- Well developed negotiation skills;
- Excellent oral and written communication skills;
- Excellent stakeholder management skills;
- Excellent time management, planning and problem-solving skills;
- Ability to work autonomously with little supervision.

Knowledge

- Understanding of the design elements required in properties in order to provide functional, safe and aesthetic living environments for people with significant disability;
- Demonstrated understanding of how to develop and maintain effective working relationships with builders, consultants and other key parties involved in the complex partnerships arrangements associated with our housing projects.

Core Competencies

The Job Holder's values will match those of the organisation. Summer Housing's values include:

- We are creative, innovative and resourceful. We continually strive to be the best.
- We act with integrity and honesty in everything we do.
- We communicate openly by exchanging information and actively listening to all stakeholders.
- We value and recognise the contributions of our colleagues.
- We enjoy working together to achieve outstanding results and total job satisfaction.
- We act professionally and pursue excellence in all areas of our work.
- We act responsibly within our community and care for the environment.

Other Relevant Information

- The position description is indicative of the initial expectation of the role and subject to changes to Summer Housing goals and priorities, activities or focus of the job.