



Homes for  
the community



## **Business Development & Property Manager**

**Closing Date: Wednesday, 27 February 2019**



# Thank you

For your interest in the position of Business Development & Property Manager for CHC's new philanthropic real estate business. This selection pack will provide you with all the information you will need to complete your application by the **27 February 2018** deadline.

## Who Are We?

CHC is shortly to launch a new and innovative real estate business start-up, with a genuine point of difference. It will be based on the HomeGround model currently operating in Melbourne and [Sydney](#), and seeks philanthropic landlords to help tackle the rental affordability challenge for eligible lower income Canberrans. Landlords may benefit from an ATO Tax Ruling that would allow charitable donation treatment of the subsidy effectively being provided, and also ACT land tax concessions.

CHC is the largest independent not-for-profit community housing provider in the ACT. CHC is a member of the Real Estate Institute (ACT), and has over twenty years' experience in providing quality affordable housing, having self-funded a direct rental subsidy of over \$25m since inception, including \$3.1m in the last financial year. CHC has a development pipeline of over 200 properties, and provides a home today to 1310 Canberrans in 416 homes owned and rented at below market rates. We deliver homes for the community in various locations across Canberra and are continuously seeking to grow our impact through increasing our volume of affordable rental properties under management.

## Our Vision

Our vision is "safe and secure homes in strong communities" and our mission is to "provide affordable homes, principally for rent, to individuals and families."

## What Will I Be Doing?

CHC is offering an exciting opportunity for a suitably experienced person to drive the start-up, management and growth of a new and innovative real estate business (based on the HomeGround model currently operating in Melbourne and [Sydney](#)).

In this role you will establish and grow relationships and partnerships that help expand the business reach throughout the ACT.

You will build brand awareness of the new business in conjunction with the CHC marketing function, and CHC senior leadership team, and refine marketing materials to attract corporate sponsors and landlords.

You will grow the number of properties under management (rent roll) to meet agreed growth targets, and manage the properties.

# CHC Offering

As Business Development & Property Manager (CHC 5) you will be covered by [the CHC Enterprise Agreement 2017 – 2021](#) and entitled to an initial salary of \$95,295.00 plus 9.5% Superannuation pa.

CHC offers a family-friendly workplace dedicated to social awareness and responsibility. Ongoing training where individuals are encouraged to better themselves, their workplace and their community. The following benefits are available to all CHC employees:

- Free parking
- Salary Packaging available to staff based on our Public Benevolent Institution (PBI) status, providing additional reduction in tax payable
- Health & Wellbeing Program

**Please note:** *All positions within CHC are subject to probity checks that could include a Police Records Check and/or a Working with Vulnerable People and Working with Children check. You will also be required to undergo and pass a fitness for duty assessment with CHC's registered medical practitioner.*

*It is also a requirement that all CHC staff hold a current Driver's licence.*

## How Do I Apply?

If you think this is the opportunity for you, please submit your application by completing the application cover sheet found in this pack, providing a statement of claims, not exceeding 1000 words and a copy of your resume. The information you provide will assist us to determine whether your skills, knowledge and experience are the right fit for the position, so be accurate, succinct and show a clear connection with the competencies for this role. There is no requirement to address each competency separately.

Completed applications should be forwarded to [careers@chcaustralia.com.au](mailto:careers@chcaustralia.com.au). If you have any questions regarding the selection process please contact Fiona Dearden on 02 6173 7733 or via email at [fiona@chcaustralia.com.au](mailto:fiona@chcaustralia.com.au). Further information regarding the specifics of the role can be obtained by contacting **Megan Ward, General Manager, Operations** on 02 6248 7716 or via email at [megan@chcaustralia.com.au](mailto:megan@chcaustralia.com.au).

**Applications Close: 5.00 pm, 27 February 2019**

## Application Cover Sheet

Applicant Details:		
<b>Position Applied for: Business Development &amp; Property Manager</b>		
<b>Classification: CHC 5</b>	<b>Salary: \$95,295.00 pa + Superannuation</b>	
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
E-mail:		
Do you have a disability that may require reasonable adjustments to our process should you be successful in progressing to interview?	<b>YES / NO</b> If yes please we will talk to you prior to interview to arrange.	
Are you an Australian citizen <i>or</i> have the status of permanent resident in Australia?		
<b>Referee 1:</b>  Name: Title: Relationship to Applicant:  Contact Details: Mobile: Work: Email:  Length of Working Relationship::	<b>Referee 2:</b>  Name: Title: Relationship to Applicant:  Contact Details: Mobile: Work: Email:  Length of Working Relationship:	
<b>Where did you hear about the role? (SEEK, Ethicaljobs, a friend etc)</b>		



# POSITION DESCRIPTION

## Business Development & Property Manager

### CHC 5

<b>Position Status</b>	<b>Full-time, 38 hours</b>	<b>Reports to / Business Unit</b>	<b>General Manager, Operations</b>
<b>Subordinates</b>	<b>Nil</b>		

#### Duties:

**As the Business Development & Property Manager your duties will include, but are not limited to:**

1. Drive the start-up, management and growth of CHC's new philanthropic real estate business.
2. Establish and grow relationships/partnerships that help expand the real estate business' reach throughout the ACT.
3. In conjunction with the CHC marketing function, and CHC senior leadership team, build brand awareness for the new business and refine marketing materials to attract corporate sponsors and landlords.
4. Grow the number of properties under management (rent roll) to meet agreed growth targets, and manage the properties.
5. Undertake all associated compliance and reporting requirements to meet both internal and external requirements.
6. Assist with the financial and grant management involved in the new business start-up.
7. Undertaking other duties as directed.

#### Competencies:

##### **Aptitude/Experience:**

- Relevant experience in real estate, with experience in growth of rental rolls, and also property sales (desirable).
- Self-driven with proven ability to work with limited direction to deliver outstanding results.
- Demonstrated management and business management experience.
- Demonstrated trust accounting and legislation experience.
- Experience in preparing and successfully attending the Residential Tenancy Tribunal.
- Undertake complex operational tasks required to meet organisational outcomes.
- Hold current Real Estate Agent's Registration. (Essential)
- Hold a current Driver's Licence (Essential).

##### **Working Relationships:**

- Establish and maintain strong working relationships with staff at all levels of the CHC organisation.
- Proven ability to constructively and harmoniously work with stakeholders across the organisation and with landlords.
- Demonstrated ability to build relationships to increase the number of properties under management within the new business.
- Assist with sustaining relationships, with tenants, who at times may have complex needs.

##### **Communication:**

- Highly developed written and oral communication skills.
- Proven ability to pitch and sell new ideas and concepts, and grow market share.
- Ability to articulate business requirements with accuracy and in compliance with legislative and regulatory requirements.
- An understanding of and ability to work with culturally diverse landlords and tenants.

##### **Organisational Skills:**

- Strong attention to detail and ability to prioritise and manage a variety of competing deadlines across the organisation.
- Consistently meet expectations of and undertakings to senior executive staff, the CEO and the Board, as

well as other stakeholders.

- Demonstrated flexibility and ability to work effectively across strategic and operational tasks.

**Values & Behaviours:**

- At all times model behaviours and conduct that reflect CHC's Code of Conduct, values and behaviours.
- Ability to articulate expectations around conduct behaviours and values to others.
- Actively address instances of behaviour outside of these expectations as they occur.