Role Description

Development Director, Sydney Olympic Park Authority

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| **Cluster** | **Planning, Housing and Infrastructure** |
| **Agency** | **Department of Planning, Housing and Infrastructure** |
| **Division/Branch/Unit** | **Property, Development and Valuation / Sydney Olympic Park Authority** |
| **Classification/Grade/Band** | **Senior Executive Band 1** |
| **Senior executive work standards** | **Work Contribution Stream: Professional / Specialist** |
| **ANZSCO Code** | **111211** |
| **PCAT Code** | **3119192** |
| **Date of Approval** | **March 2025** |
| **Agency Website** | [**www.sydneyolympicpark.nsw.gov.au**](http://www.sydneyolympicpark.nsw.gov.au) |

# Agency overview

Sydney Olympic Park is Wangal Country and is located between Greater Sydney’s two largest employment centres – the Sydney CBD and Parramatta CBD. It is a mix of land uses that include parklands and nature reserves, environmental conservation, public recreation, sports and events, residential and business uses. By 2032, Sydney Olympic Park will be connected by a station on the Sydney Metro West line and is also part of Parramatta Light Rail Stage 2. This new connectivity created through major infrastructure investment signals an evolution in the future role of Sydney Olympic Park into a thriving suburb, including a liveable and connected community, flourishing public domain and an economically productive place.

Sydney Olympic Park Authority are custodians of the Park – being a precinct manager and coordinator, a strategic master planner, and development consent authority.

The Authority is established under the Sydney Olympic Park Authority Act 2001 and is part of the NSW Department of Planning, Housing and Infrastructure. As well as working closely with the Department, the Authority also needs to regularly engage with other government entities and the surrounding local government areas to achieve the future vision for the precinct.

# Primary purpose of the role

Provides leadership, strategic advice and facilitates decision making to deliver diverse urban transformation projects and housing redevelopments within the Sydney Olympic Park Precinct. The role is responsible for project identification, financial and economic justification, planning, development and project delivery within financial, legal and risk parameters. The role builds and maintains relationships with targeted community, and public and private stakeholders to forge, secure, manage and deliver projects and partnership opportunities.

# Key accountabilities

* Lead the project development lifecycle on multiple precinct transformation development initiatives from pre-feasibility stage through to completion.
* Responsible for the strategic, tactical and risk management of property projects through due diligence and ongoing project management. Ensure informed decision-making by considering factors such as value, timing, market, conditions, opportunities, risks, government policy and environmental and community impact.
* Deliver property development and advisory projects for a range of complex long-term initiatives involving multiple property types, including master planning, subdivision and rezoning of high value, high profile and complex (heritage, environmentally sensitive or contaminated) sites.
* Develop tailored funding strategies and models for precinct scale developments including the delivery of business cases to secure Government sector investment and private sector investment opportunities.
* Identify, forge and maintain relationships with a diverse range of internal and external stakeholders, including government, industry partners and community representatives. Identify and secure development and transaction opportunities while leading negotiations for a range of formal property agreements as part of major Government-led precinct development projects.
* Lead, develop and manage highly technical, diverse and specialised project development teams, both internal and external to the Department, by delivering transformational projects from feasibility assessments and development management through to construction management.
* Drive operational performance and achieve financial objectives across multiple complex programs, proactively identifying and mitigating risks, including financial and reputational issues. Ensure compliance with internal policies, legislation and regulations, while managing key inputs such as staff, delegations, communications and, reporting.
* Provide expert advice to key stakeholders, including the CEO and SOPA Board, the Deputy Secretary, Secretary, Ministers, Cabinet and others stakeholders as required, on precinct developments, including high quality submissions and written and verbal advice.

## Key challenges

* Leading large scale renewal programs within a complex political, economic and social landscape, ensuring alignment between SOPA’s interests and priorities and the broader interests of the NSW Government, including other NSW Government agencies with a stake in the precinct.
* Managing and resolving multi-stakeholder interests associated with delivering the precinct’s vision and objectives, including key government agencies, local government and community representatives to ensure there is an aligned vision and implementation strategy.
* Identifying and managing risks, benefits and priorities that require advanced technical judgement and understanding whilst also applying a high degree of innovation and complex problem-solving skills to find appropriate solutions that will position SOPA to deliver optimal program outcomes.

# Key relationships

**Ministerial**

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| --- | --- |
| **Who** | **Why** |
| Minister’s Office | * Build and maintain positive, collaborative, and trusted relationships
* Consult and provide accurate information, professional advice and timely responses to queries and issues
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**Internal**

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| --- | --- |
| **Who** | **Why** |
| Chief Executive Officer, Deputy Secretary, Secretary and SOPA Board | * Escalate issues, keep informed, receive guidance and instructions and contribute to decision making
* Participate in meetings and discussions to share information, provide advice, input and feedback
* Identify sensitive issues, risk & opportunities and recommend potential solutions
* Provide regular updates on key projects/programs and priorities
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| Direct report/s | * Inspire, guide, support, motivate, coach, mentor, develop and manage performance
* Review work and proposals to ensure integrity and accountability of decision making
* Provide own perspective and share information
* Demonstrate the importance of and work collaboratively with to achieve outcomes
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| Work team | * Guide, support, coach and mentor team members
* Support team members and work collaboratively to contribute to achieving business outcomes
* Participate in discussions and decisions regarding resolution of issues and implementation of innovation and best practice
* Represent work group perspective and share information
* Review work and proposals of team members
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**External**

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| --- | --- |
| **Who** | **Why** |
| Customers/Stakeholder | * Respond and resolve queries, provide information and/or resources or redirect to the appropriate person or business unit if required
* Develop and maintain effective working relationships and open channels of communication to provide and obtain information, and ensure effective management and implementation of expectations and standards
* Engage with, consult, seek clarification and provide customer focused advice and responses to ensure the prompt resolution of issues
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# Role dimensions

## Decision making

The role:

* has a high level of autonomy in making decisions to deliver projects and transactions and, subject to delegations, recommend actions to the CEO and Deputy Secretary.
* is accountable to lead, drive and manage team operations and planning to achieve the overall agreed work program.
* has significant autonomy and independence to determine day-to-day work priorities, deploy resources and allocate duties.
* navigates matters related to area of responsibility, makes decisions on quality of work performed, establishes methods and approaches for how to achieve business outcomes.
* is fully accountable for the quality, content, accuracy, validity and integrity of advice provided to the CEO and other Senior Executives.
* makes decisions and acts within NSW Government sector core values, strategic plans and priorities, legislative and regulatory frameworks, delegations, and agency policy and procedural frameworks and guidelines.

## Reporting line

Chief Executive Officer, SOPA

## Direct reports

Up to 10

## Budget/Expenditure

As per DPHI Delegations

# Key knowledge and experience

* A strong background in strategic planning, development and commercial appraisal, delivering master plans and/or experience in project and precinct planning, design and delivery.
* Experience with developing business cases and other funding strategies and models to attract investment.
* Extensive knowledge and experience working within the *Environmental Planning and Assessment Act 1979*, related policies and guidelines.
* Understanding of the machinery of government and policy processes.
* Private sector property and construction development processes and project management skills across significant and diverse property development programs.

# Essential requirements

* Tertiary qualifications in property development, property economics, construction management or relevant business discipline.
* Substantial experience in delivering private sector and / or public sector property and construction development programs, including demonstrated experience leading projects through an end-to-end lifecycle.
* Demonstrated leadership and people management experience in a property or development environment.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

# Focus capabilities

| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| --- | --- | --- | --- |
| Personal Attribute | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | * Model the highest standards of ethical and professional behaviour and reinforce their use
* Represent the organisation in an honest, ethical and professional way and set an example for others to follow
* Promote a culture of integrity and professionalism within the organisation and in dealings external to government
* Monitor ethical practices, standards and systems and reinforce their use
* Act promptly on reported breaches of legislation, policies and guidelines
 | Advanced |
| Relationship | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | * Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy
* Use sound arguments, strong evidence and expert opinion to influence outcomes
* Determine and communicate the organisation’s position and bargaining strategy
* Represent the organisation in critical and challenging negotiations, including those that are cross-jurisdictional
* Achieve effective solutions when dealing with ambiguous or conflicting positions
* Anticipate and avoid conflict across organisations and with senior internal and external stakeholders
* Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution
 | Highly Advanced |
| Results | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | * Use own professional knowledge and the expertise of others to drive forward organisational and government objectives
* Create a culture of achievement, fostering on-time and on-budget quality outcomes in the organisation
* Identify, recognise and celebrate success
* Establish systems to ensure all staff are able to identify direct connections between their efforts and organisational outcomes
* Identify and remove potential barriers or hurdles to achieving outcomes
* Initiate and communicate high-level priorities for the organisation to achieve government outcomes
 | Highly Advanced |
| Results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Understand the links between the business unit, organisation and the whole-of-government agenda
* Ensure business plan goals are clear and appropriate and include contingency provisions
* Monitor the progress of initiatives and make necessary adjustments
* Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately
* Consider the implications of a wide range of complex issues and shift business priorities when necessary
* Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning
 | Advanced |
| Results | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | * Design and develop systems to establish and measure accountabilities
* Ensure accountabilities are exercised in line with government and business goals
* Exercise due diligence to ensure work health and safety risks are addressed
* Oversee quality assurance practices
* Model the highest standards of financial probity, demonstrating respect for public monies and other resources
* Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
* Incorporate sound risk management principles and strategies into business planning
 | Advanced |
| Business enabler | **Procurement and Contract Management**Understand and apply procurement processes to ensure effective purchasing and contract performance | * Ensure that employees and contractors apply government and organisational procurement and contract management policies
* Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions
* Promote effective risk management in procurement
* Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes
* Represent the organisation in resolving complex or sensitive disputes with providers, suppliers and contractors
 | Advanced |
| Business enabler | **Project Management**Understand and apply effective project planning, coordination and control methods | * Ensure there are systems and effective governance processes in place for project management
* Make decisions on accepting projects based on business cases
* Use the historical, political and broader context to inform project directions and mitigate risk
* Obtain key stakeholders’ commitment to major project strategies, including cross-organisational initiatives, and ensure ongoing communication
* Ensure that project risks are managed effectively, and appropriate strategies are in place to respond to variances
* Drive the changes required to realise the business benefits of the project
* Ensure that project management decisions consider interdependencies between projects
 | Highly Advanced |
| People Management logo | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | * Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
* Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
* Develop work plans that consider capability, strengths and opportunities for development
* Be aware of the influences of bias when managing team members
* Seek feedback on own management capabilities and develop strategies to address any gaps
* Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
* Monitor and report on team performance in line with established performance development frameworks
 | Adept |
| People Management logo | **Optimise Business Outcomes**Manage people and resources effectively to achieve public value | * Engage in strategic and operational workforce planning that effectively uses organisational resources to achieve business goals
* Resolve any barriers to recruiting and retaining people of diverse cultures, backgrounds and experiences
* Encourage team members to take calculated risks to support innovation and improvement
* Align systems and processes to encourage improved performance and outcomes
 | Advanced |

**Complementary capabilities**

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| --- | --- | --- | --- |
| Personal Attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Advanced |
| Personal Attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Advanced |
| Personal Attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
| Relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Advanced |
| Relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Relationships | Work Collaboratively | Collaborate with others and value their contribution | Advanced |
| Results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Advanced |
| Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Advanced |
| Business Enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| People Management logo | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Adept |
| People Management logo | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Adept |