



DEVELOPMENT ANALYST

POSITION DESCRIPTION

POSITION DETAILS

Job title	Development Analyst
Reporting to	Commercial Manager
Direct reports	Nil

ORGANISATION OVERVIEW

City West Housing (CWH) is an independent not for profit housing provider with a focus on developing and delivering affordable rental housing. We invest in the communities in which we operate, working closely with a range of partners to build stronger communities. We are a Tier 1 registered community housing provider with strong development capability and a commitment to service delivery.

OUR PURPOSE

To build stronger communities and improve people's lives by providing affordable housing.

WORKPLACE VALUES

Our values inform the way we work and how we operate our business.

Integrity: We act in accordance with our values by doing the right thing.

Compassion: We are genuinely concerned about people.

Inclusion: We seek to create a culture where everyone feels valued, heard and included.

Accountability: We will accept responsibility for our actions and behaviours, both as individuals and collectively.

PURPOSE OF THE POSITION

Improve people's lives by supporting the delivery of affordable housing projects to support the delivery of CWH's strategic objectives. Assist the Commercial Manager and Development Team by providing analysis, modelling and supporting financial aspects of all stages of the delivery process.



KEY RESPONSIBILITIES

- Support commercial acumen in the delivery of affordable housing projects through maintaining a register of current contracts and obligations and participating in key procurements.
- Raise purchase orders, process invoices, and provide reports to assist the Development Team with the delivery of projects.
- Support the Commercial Manager with all financial requirements for the delivery of housing projects.
- Maintain external stakeholder reporting for all development projects.
- Support the delivery of affordable housing apartment projects through all project development phases, from early design to completion and defects liability period.
- Collaboratively work with the development teams to monitor and assist projects being delivered in accordance with approved metrics including cost and programme KPIs.
- Assist with the preparation of business cases and project plans for endorsement by the Executive Team and the Board.
- Foster and strengthen internal and external stakeholder relationships aligned with the organisation's values and objectives.
- Contribute to regular project reporting for the Executive team and Board including updated financial modelling, current programme, and identification of project issues and opportunities.
- Evaluate, share and implement industry best practices to ensure continuous improvement in processes, procedures and activities.
- Ensure compliance with organisational legal and statutory requirements along with best practice and general duty of care.

KNOWLEDGE, SKILLS AND COMPETENCIES

KEY REQUIREMENTS	DEFINITION
Qualifications / Experience	<ul style="list-style-type: none"> ▪ A degree level qualification in business, finance, or property. ▪ Experience working in a property finance related role desirable but not essential. ▪ Experience with government reporting requirements. ▪ High level of proficiency with Microsoft Office software including Outlook, Excel and Word . ▪ Financial modelling and feasibility skills desirable but not essential.
Coordination	<ul style="list-style-type: none"> ▪ Highly organised with excellent attention to detail. ▪ Able to manage competing demands and rapidly adjust to change, delay or unexpected events. ▪ Completes tasks on time, keeps relevant parties informed of progress.

KEY REQUIREMENTS	DEFINITION
Accountability	<ul style="list-style-type: none"> ▪ Takes responsibility for own actions. ▪ Ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently.
Problem Solving	<ul style="list-style-type: none"> ▪ Uses reason to identify and resolve problems in a timely manner. ▪ Demonstrated analytical thinking, problem solving and decision-making skills and ability to synthesise complex information.
Communication & Interpersonal Skills	<ul style="list-style-type: none"> ▪ Strong written and spoken communication skills. ▪ Displays good emotional intelligence to foster positive relationships combined with the ability to deal with sensitive situations with tact and diplomacy. ▪ Shows respect and sensitivity for diversity. ▪ Builds trust and credibility by meeting commitments and maintaining personal integrity. ▪ Willingness to provide guidance and assistance to colleagues and work as part of a team.