



Candidate information pack

General Manager, Development and Construction

(SES Band 1)

Defence Housing Australia

Reference No: 1002

Close date: 11:55pm AEST Sunday 22 June 2025

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General Manager, Development and Construction (SES Band 1)

Position description

Position Overview

Reports to:	General Manager, Service Delivery	Staff:	20 approx.
Location:	Canberra	Employment Type:	Ongoing
Work Arrangement:	Full-time	Security Clearance:	Must be able to obtain and retain a Negative Vetting 1 security clearance from the Australian Government Security Vetting Agency (AGSVA).
Salary:	The Total Remuneration Package (TRP) will be negotiated with the successful candidate based on skills and experience.		

The role

The Property Group is a newly formed Group following the consolidation of the delivery of development, construction, leasing and acquisition programs within DHA, along with portfolio planning and investor and marketing support. The General Manager, Development and Construction will be responsible for ensuring DHA's development and construction projects deliver in accordance with their provisioning requirements and DHA's corporate objectives.

The role will be responsible for delivering multi-project housing development programs. Such programs may include civil works, Greenfield or Brownfield development projects, integrated housing or medium density housing projects, low rise apartments, house construction and house upgrade projects.

The role will be responsible for program scope negotiation and management, feasibility analysis, project budgets and schedules. The role requires extensive experience, expertise and sound commercial judgement to provide detailed recommendations to the Executive Management Team regarding the most appropriate use of available funds.

Outstanding leadership, proven commercial experience and excellent program management skills together with the ability to logically work through complex issues to achieve outcomes are required. This role will be required to work independently and coordinate a range of activities whilst being committed to managing and working within a team environment.

Exceptional people skills will be required due to the high level of liaison with various local, state and federal politicians and representatives of various government departments along with engagement with local communities and advocacy groups. Engagement with various stakeholders within DHA at all levels will be required and management of a geographically dispersed team. An ability to manage politically and environmentally sensitive projects whilst upholding DHA's reputation is critical to this role.

All SES roles represent the Australian Public Service (APS) and government externally to stakeholders and are characterised by a high level of accountability for outcomes. How outcomes are delivered is equally as important as the outcome. The Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES, and want to see in leaders at all levels of the APS. The Charter focuses on behaviours that support modern systems leadership within the construct of the [APS Values and Code of Conduct](#). These behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#).

Qualifications and Experience Requirements

- A minimum of 10-15 years' residential construction and/or development, and legislative compliance. Tertiary qualifications in a property-related discipline (property construction and engineering, project management or equivalent), along with senior business management qualifications or experience is preferred.
- Demonstrated experience in the residential land development and construction industry including large master planned communities. medium density low rise product, preferably with experience working in the private and public sectors.

- Demonstrated program management skills including an ability to monitor and negotiate program scope, and deliver to approved development margins and schedules.
- Demonstrated experience leading property development investment and acquisitions, including experience across due diligence and the performance criteria of property financing, feasibility analysis and possess a good understanding of property related contracts.
- Environmental, Social and Governance (ESG) skills to demonstrate corporate responsibility ensuring DHA and its partners are mindful of their environmental impact and duty of care to stakeholders and can properly demonstrate their credentials to socially conscious customers and investors who prefer businesses that operate ethically and sustainably.
- Present familiarity with industry standards, regulations, and emerging trends/issues in development and construction. Flexibility and pragmatism in working within the current tools and processes, as well as contributing to the design of new ways of working through leveraging experience across diverse asset management systems.
- Extensive commercial and government experience particularly operating in a highly regulated environment.
- Compliance and risk management expertise including the ability to identify potential areas of compliance vulnerability and risk, developing and implementing corrective action plans, providing general guidance on avoiding or dealing with similar situations in the future, and staying abreast of regulatory changes.
- The ability to anticipate complex asset issues and evaluate commercial opportunities with a high level of judgement as well as being results focused with tenacity to stay the course for making significant positive change in development and construction management delivery.
- Well-developed communication and negotiation skills (interpersonal, oral, written and negotiation skills) with the ability to manage relationships at all levels internally and externally.
- Experience in managing geographically dispersed teams with experience in establishing and sustaining capability.
- The ability to develop and maintain strategic partnerships and connections, inside and outside of an organisation, that has influenced the shaping and sharing of initiatives of mutual benefit.
- A demonstrated and active commitment to the APS Code of conduct, values, leadership capabilities and performance.

Everyday Activities

Everyday activities will include some, or all, of the following:

- Provide strategic leadership expertise, direction and specialist construction and development expertise to lead the delivery of multi project housing related programs to schedule and budget with the aim of maintaining and improving risk management, compliance, quality, profitability and customer satisfaction.
- Build and maintain the capability of a multi-disciplinary team of development and construction experts, promoting a culture of high performance, risk management and accountability that ensures the effectiveness of data driven decision making and delivery of services. Manage the cross functional project team environment, including achieving deadlines, allocation of priorities, mentoring, monitoring progress and managing effective utilisation of resources.
- Utilise highly advanced communication, negotiation and persuasive skills, including the ability to write and present business cases, reports, presentations and budgets for the Managing Director and Board. You will have a proven ability to articulate complex, strategic, specialist and technical advice to Senior Executives and/or Board Committees to lead the achievement of effective outcomes.
- Apply extensive technical, analytical, and financial expertise to make efficient and effective decisions to achieve best outcomes for improving development and construction maturity, maximising strategic whole of life investment and positively contribute to the customer experience.
- Establish and maintain influential working relationships with key stakeholders including DHA Senior Management, senior Australia Defence Force representatives, Government and industry representatives.
- Be a senior leader of the Property Group Leadership team.
- Prepare project analysis reports, detailed briefs for external consultants, DHA Board papers and high-level policy documentation, briefing papers and ministerial correspondence as required.
- Identify business improvement opportunities to enhance efficiency and/or reduce risk exposure.
- Perform other duties at the request of management.

Qualifications Tertiary

Qualifications in a property-related discipline (property construction and engineering, project management or equivalent), along with senior business management qualifications or experience is preferred.

Security

This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 1 security clearance.

Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

Merit List or Pool

Applicants suitable for the role but not offered the position for the current vacancy, may be placed in a merit list or pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months.

This merit list or pool may be used to fill other vacancies in Canberra.

For more information about Merit Lists or Merit Pools please go to APSC's website - [The APS Merit Principle](#)

Remuneration

Salary will be commensurate with the SES Band 1 level (ie. \$220,000 to \$260,000 as a guide). The Total Remuneration Package (TRP) will be negotiated with the successful candidate based on skills and experience.

The TRP comprises of:

- Base salary
- Superannuation
- Official parking

Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizen. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy character and security checks and a probation period.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: www.apsc.gov.au/priorities/disability/recruitability.

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

The Organisation

More information

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

DHA reports to two shareholder Ministers, the Minister for Defence and the Minister for Finance, and has a Board of Directors appointed by the Government.

The DHA Board comprises directors consisting of:

- a chair appointed by our joint ministers
- four directors with expertise in residential property, real estate, building, social planning or finance
- three directors nominated respectively by the Chief of the Defence Force, the Secretary of the Department of Defence, and the Secretary of the Department of Finance
- the Managing Director of DHA is appointed by the Board and is the only Executive Director.

The Board is responsible for ensuring good corporate governance, determining and approving corporate strategy and providing guidance and oversight to senior management.

To find out more about DHA, please refer to DHA.gov.au or read our latest Annual Report.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the following:

- [SES Performance Leadership Framework](#). This sets the expectations for all SES employees.
- [Secretaries Charter of Leadership Behaviours](#). This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- [Integrated Leadership System upon which the above behaviours are built](#).

For more information, please [visit the Australian Public Service Commission's page on Senior Executive Service \(SES\) recruitment](#).

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

You also wish to consider the following capabilities.

Shapes strategic thinking:

- Focusses strategically.
- Inspires a sense of purpose and strategic direction.
- Harnesses information and opportunities.
- Shows judgement, intelligence and common sense.

Achieves results:

- Builds organisational capability and responsiveness.
- Marshals professional expertise.

- Steers and implements change and deals with uncertainty.
- Ensures closure and delivers on intended results.
- Manages information and records.
- Engages with technology.

Cultivates productive working relationships:

- Nurtures internal and external relationships.
- Facilitates cooperation and partnerships.
- Values individual differences and diversity.
- Guides, mentors and develops people.

Displays personal drive and integrity:

- Demonstrates public service professionalism and probity.
- Exemplifies the 'DRIVE' Secretaries Charter of Leadership Behaviours.
- Promotes, manages and upholds the APS Values, Code of Conduct and Employment Principles, including Stewardship.
- Engages with risk and show personal courage.
- Commits to action.
- Displays resilience.
- Demonstrates self-awareness and commitment to personal development.

Communicates with influence:

- Communicates clearly and with influence.
- Listens, understands and adapts to audience.
- Negotiates persuasively.

Technical Proficiency:

- Demonstrated capacity to focus on business improvement and organisational sustainability.
- Demonstrated capacity to lead and drive transformational change to achieve strategic objectives.
- Demonstrated strategic leadership in the delivery of corporate services.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Lauren Searson-Patrick** on (02) 6232 2200.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.