

Position Description

Position Title:	Development Delivery Lead		
Reporting To:	Chief Executive Officer (CEO)		
Classification:	SCHADS Level 6 (or equivalent), commensurate with skills and experience		
Position Type:	Full-Time (38 hours per week)		
Location:	Cairns, Queensland		
Reporting Staff:	Nil initially (may evolve over time)		
Approved By:	Chief Executive Officer (CEO)	Date:	January, 2026

About Us

Access Community Housing Company (ACHC) is a not-for-profit community housing provider delivering social housing across Far North Queensland. We work with government and delivery partners to create positive housing outcomes for tenants and communities. We are committed to delivering safe, stable housing and strengthening communities through effective partnerships and quality housing outcomes.

Position Purpose

The Development Delivery Lead owns the day-to-day coordination and delivery of ACHC's development pipeline. The role is responsible for progressing development pipeline projects from opportunity assessment and funding submission through to delivery, handover and close-out, with strong compliance, clear internal visibility, and effective stakeholder management.

This role supports an expanding pipeline and a portfolio-based approach to development delivery, ensuring ACHC is ready to progress opportunities quickly and sustainably when funding windows arise. As ACHC's pipeline grows, the scope of this role may expand into broader delivery leadership and capability-building.

This role exists to build a more mature, repeatable development delivery capability at ACHC, reducing reliance on CEO-led coordination and supporting early identification and management of delivery risks.

Reporting Relationships

The Development Delivery Lead reports directly to the Chief Executive Officer (CEO) and works closely with the CFO and COO.

Key Responsibilities

1. Own the development pipeline (single source of truth)

Maintain accurate, up-to-date visibility of all development pipeline projects (stage, next actions, deadlines, risks, and key contacts). Drive progress across the portfolio by coordinating actions, timelines and reporting to maintain momentum and clarity.

2. Identify and assess development opportunities (feasibility screening)

Engage with builders, developers, agents and other partners to identify potential development opportunities aligned with ACHC's strategic priorities. Gather key project information and test assumptions (including early pricing, delivery feasibility, key risks,

and alignment with ACHC's financial capacity and organisational capability). Prepare decision-ready feasibility briefs for CEO/CFO consideration prior to progressing opportunities.

This role does not have authority to commit ACHC to purchases, contracts or delivery arrangements without CEO approval (and Board approval where required).

3. Coordinate funding submissions and government follow-up

Lead the coordination of EOIs/applications and evidence packs (with internal contributors). Manage ongoing government clarifications and information requests to ensure responses are timely, accurate and well-structured.

4. Manage external delivery partners

Coordinate builders, developers, project managers and consultants to keep projects moving and maintain quality. Proactively test assumptions, challenge early pricing, and surface commercial or delivery risks early so ACHC can make informed decisions.

5. Coordinate contracting, settlement and delivery requirements

Track project deliverables, conditions, and documentation requirements through key milestones. Coordinate inputs across internal stakeholders and external advisors as required to ensure ACHC is ready to meet key contractual and settlement requirements.

6. Maintain development compliance and reporting readiness

Track funding agreement obligations, reporting deadlines and evidence requirements across the portfolio to ensure ACHC is prepared to meet commitments and maintain funder confidence.

Undertake initial review of funding agreements and contracts to identify key obligations, risks and deadlines, and translate these into practical compliance and delivery requirements for ACHC. Escalate any non-standard, high-risk, or ambiguous clauses to the CEO/CFO and/or external advisors prior to commitment.

7. Drive handover readiness and defects close-out

Coordinate handover readiness with Housing and Asset teams to support smooth operational transition. Manage defects tracking and close-out with delivery partners to ensure issues are resolved in a timely manner.

8. Strengthen repeatable delivery systems

Improve templates, checklists, tracking tools, close-out reporting and feasibility assessment tools to support consistent, scalable delivery. Contribute to the ongoing maturity of ACHC's development delivery capability and internal reporting.

9. Workplace Health and Safety

Participate and contribute to ACHC's organisational WH&S and Risk Management strategies, processes and procedures.

Role Requirements

Essential

- Demonstrated experience delivering complex projects in a multi-stakeholder environment (government, construction, infrastructure, housing, or similar).
- Strong written communication skills (structured responses, documentation packs, evidence-based submissions).
- Proven ability to manage competing priorities, maintain momentum, and follow through without close supervision.
- High attention to detail and strong compliance discipline (ability to track obligations, deadlines, and risks).
- Strong stakeholder management skills and confidence working with external partners.
- Sound judgement – escalates early and appropriately, bringing options and recommendations (not just problems).
- Strong alignment with ACHC values.

Highly Desirable

- Experience in community housing, social/affordable housing, government programs, or funded delivery environments.
- Experience with funding agreements, probity, contracting and/or settlement documentation.
- Experience building repeatable delivery systems (templates, dashboards, checklists, reporting rhythms).
- Demonstrated experience working with Aboriginal and/or Torres Strait Islander people and culturally diverse communities.

Conditions of Employment

- This is a full-time position working 38 hours per week. Working days will generally be Monday to Friday between the hours of 8:00am and 5:30pm, however work outside these standard hours may be required to meet the needs of the service.
- Salary packaging a tax-free amount is available to all ACHC employees (currently \$15,899 per annum).
- Appointment is contingent on the satisfactory completion of a Child-Related Employment Screening Check (Blue Card), on holding a Queensland Drivers Licence, and a current satisfactory National Police Check clearance.