Job Description

Job Title	Manager Investment Development
Grade	4B
Business Unit	Investments Division
Reports to	Chief Investment Officer
Location	Suva

Job purpose

The principal function of the job is to provide management assistance and coordination leadership on a wide variety of Investment Development Projects (high end residential, hotel development, commercial retail and affordable housing program, etc.) and cursory monitoring of partnership interests related to the development oversight of all Investment Developments Projects. The Development Manager will work closely with the Construction Manager and share responsibility for implementing the preconstruction, construction, and commissioning and project closeout phases of a development project with an emphasis on establishing and maintaining project controls and completing projects in a timely and cost-effective manner.

Duties and responsibilities

1. Commercial

i. Finalise Project Charter and Governance structure for all development. Separate Development Charter to suite nature of development.
ii. Compile and finalised Framework for each projects and aligned with Development Charter
iii. Review Procurement and DLA policy to suite respective project
iv. Finalise Project Budget for Board/PCG approval
v. Monitor Project Funding and Cashflow
vi. Manage the Project Control Group Meetings
vii. Prepare Board Paper and Board minutes
viii. Enforce Implementation of Board/PCG decisions
ix. Review project funding and structure
x. Undertake market research to determine optimal product for new developments
xi. Undertake Project Development Financial Feasibility and Modelling
xii. Coordinate for preparation of concepts and schematic design for all new developments or re-developments
xiii. Preparation of design briefs for consultants
xiv. Negotiate fees and terms of contract for all consultants.
xv. Review concept designs and provide comments to consultants.
xvi. Provide value engineering input to all design documentation to enhance Return on Investment
xvii. Preparation of all tender documentation and specification for developed designs
xviii. Tender evaluation and assessment of compliance to tender specifications
xix. Coordination of design development and provide/facilitate return comments for all design inputs
xx. Manage all sales process related to land development
xxi. Prepare all sales documentation and agreement
xxii. Prepare documentation for body corporate structure

xxiii. Establish price points on new residential development
xxiv. Work with banks for financing of lot sales
xxv. Establish market segment on affordable housing program
xxvi. Cost planning and obtaining capital expenditure approvals
xxvii. Contract negotiation
xxviii. Finalization of construction programs
xxix. Manage and monitor contracts and program
xxx. Manage overseas procurement of Hotel FF&E
xxxi. Obtaining statutory approvals and compliance for design to code
xxxii. Quality assurance and compliance of construction to approved design
xxxiii. Risk management and propose mitigation plan
xxxiv. Implement audit recommendations
xxxv. Achieve practical completion for all development work
xxxvi. Obtaining occupancy certificates
xxxvii. Finalization of defect liability list
xxxviii. Rectification of all defective works
xxxix. Handover of completed development

2. Administration/Technical

(i) Liaison with City of and other governmental officials, including organizing and attending meetings as required to resolve outstanding matters. Follows through with all pertinent parties to ensure that appropriate action on pending matters is done as required.
(ii) Assist in the coordination of zoning matters with appropriate consultants, legal and governmental bodies.
(iii) Ensures all plans and required submittals are processed with the appropriate government body and follows through to obtain approvals as required. Track progress of these submittals to receipt of required approvals.
(iv) Coordinates, schedules and attends architectural design/schedule matters and follows through to ensure required action is done as required.
(v) Responsible for the coordination of land surveys, easements, etc. and works with surveyors, engineers etc. to ensure work is done as required.
(vi) Assists in the interviewing and selection of outside consultants, preparation of consultancy scope and engagement
(vii) Interviews and selects general contractors, subcontractors and other similar 3rd party vendors. Prepares and solicits bids for a variety of development required contracts.
(viii) Coordinate environmental reviews and remediation efforts on various development projects.
(ix) Monitors and coordinates the work effort of all project architects, engineers and consultants to ensure their scope of work is in conformance with the project budget, schedule and development guidelines.
(x) Coordinates draw submittal with accounting.
(xi) Coordinates land maintenance activities.
(xii) Monitors construction activity and schedule. Visit project sites as appropriate with Development staff for the purpose of understanding project schedule and budget to meet the approved budget and program for the development
(xiii) Prepare weekly reports regarding the status of the each development including status of construction, cost variances, unresolved items and other project related reports. Includes photographs as appropriate.
(xiv) Reviews all project reports issued by the Developer of each Development. Able to analyze construction/development costs and understand the impact of these on the development.

(xv) Maintains all project records per the office record keeping system.
(xvi) Monitors project closeout process including contract closeouts, punch list and final payments.
(xvii) Reviews monthly drawdown for conformance with Operating Agreement requirements.
(xviii) Aware of the sales and marketing activities, and understands how these relate to status of construction.
(xix) General Office Administration responsibilities
(xx) Liaise with Overseas suppliers of FF&E items
(xxi) Liaise with Freight Agents and Shipping Agency
(xxii) Management of Development Team
(xxiii) Maintains development records and drawings such as architect plans, civil/survey plans, environmental reports etc.
(xxiv) Assessment of all manner of claims for additional costs, additional scope of works, time delay claims, extensions of time, RFI's , Site Instructions and the like
(xxv) Assist in the monitoring of Cash Flow Forecasts, Actual versus Forecast, Progress Payments to Contractors and Consultants
(xxvi) Assist directly in the administration of the major construction contracts and services agreements
(xxvii) Assist directly in the inspection of the progress of the works, participate in assessments of completeness, quality and workmanship. Liaise directly with Contractors and suppliers to have unsatisfactory works demolished, re-finished or otherwise remedied.

Education & Experience

- Bachelor's degree in commerce, finance, real estate management or related field.
- Postgraduate Diploma in Professional Accounting, Commerce, Economics would be an advantage.
- Minimum of 7 years of progressive development and project management experience on hotel development, residential, commercial/retail and land development projects.
- Excellent computer skills, with emphasis on Word, Excel and Power Point
- Solid understanding of environmental remediation procedures and permit application process.
- Familiarity with how to work with the Director Town and Country Planning, Director of Lands, iTaukei Land Trust Board, Town and City Councils, Registrar of Titles.
- Understanding Project Feasibility and Business Case
- Good organization, communication and administration skills
- Good oral, written and interpersonal skills
- Ability to perform under pressure
- Able to work with people at all levels\Ability to prioritize work assignments and adapt to changing priorities

Key Competencies

- Problem Solving-Developing creative, innovative and practical solutions. Showing independence and initiative in identifying and solving problems
- Initiative and Enterprise-Identify areas of improvement in terms of aesthetics, operational efficiency and safety
- Preparation of business plan including project scope, budget and overall development strategy
- Highly developed oral & written communication skills
- Value engineering and innovative design skills and decision making.

- Reviewing operational issues after development projects and continue to improve on design of new development projects.
- Negotiation and dispute resolution skills
- Demonstrated knowledge of the planning process and experience taking projects through planning and delivery
- Must have extensive Presentation skills
- Must demonstrate and uphold the Funds Core Values

Reporting Structure

Direct Reports: Chief Investment Officer

Indirect Reports: Project Control Group & Subsidiary Board

Authority Levels

Financial: Delegated Authority Limits

Staff: Development Team

Contractual: consultants, contractors, sub-contractors and suppliers

Internal & External Contacts

Internal Contact

- CIO
- CFO/CEO
- Manager Projects
- Manager finance
- Senior Account
- Other Dept. Manager & Staff as required.

External Contacts

- Members
- General Public
- Contractors
- Overseas suppliers
- Local Authorities e.g. NFA ,WAF, EFL, local municipal, OHS, freight services
- Government Depts
- Hotel Operators e.g. Holiday Inn, Yatule, Sheraton, Marriot etc.

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF properties / project sites for developmental purposes subject to approvals with allowances entitlement under the funds policy.