POSITION DESCRIPTION

Position:	Head of Assets and Development
Department:	Assets and Development
Time Fraction:	0.8 FTE
Reports To:	Chief Executive Officer
Direct Reports:	Project Manager; Project Lead, Maintenance Lead
Position Tenure:	Fixed term, six months (maternity leave cover)
Date of current Review:	October 2026

Role Summary

The Head of Assets & Development is a senior leadership position responsible for the strategic oversight and performance of Kids Under Cover's housing asset portfolio and capital development program.

The role provides leadership across asset management, capital development, maintenance systems, contractor management, compliance, asset lifecycle planning and the delivery of new housing initiatives including Studios, Village 21 communities, Mobile Pods, Cluster Housing and other emerging housing models.

As a member of the Senior Management Team, the Head of Assets & Development contributes to organisational strategy, growth and sustainability while ensuring Kids Under Cover's housing assets are safe, compliant, financially sustainable and delivering maximum impact for young people.

The role has end-to-end responsibility for asset stewardship, portfolio performance, capital development and implementation of the Asset Management Roadmap.

The Head of Assets & Development works closely with the Head of Programs, Innovation & Advocacy to ensure housing assets support positive outcomes for young people, carers and partner organisations.

This fixed-term appointment will provide continuity of leadership across the Assets & Development portfolio, with a focus on maintaining effective operations, progressing agreed priorities and supporting the implementation of asset management improvements.

Accountable for:

The Head of Assets & Development is accountable for:

- Strategic leadership of the KUC housing asset portfolio.
- Delivery of capital development projects.
- Implementation of the Strategic Asset Management Plan.
- Asset lifecycle planning and optimisation.
- Portfolio risk management.
- Contractor management and maintenance systems.
- Asset compliance and regulatory obligations.
- Asset data, reporting and performance monitoring.
- Housing asset growth and expansion opportunities.
- Budget management and financial oversight of asset-related expenditure.
- Leadership of the Assets & Development team.

Key Responsibility Areas (KRAs)

Strategic Asset Leadership & Portfolio Management (25%)

- Lead implementation of the Strategic Asset Management Roadmap.
- Develop and maintain a long-term asset strategy.
- Ensure appropriate lifecycle management of all housing assets.
- Monitor asset condition, utilisation and performance.
- Oversee relocations, decommissioning and asset disposal.
- Lead asset risk management and mitigation planning.
- Monitor portfolio performance against agreed KPIs.
- Drive continuous improvement in asset management systems and practices.

Capital Development & New Housing Solutions (20%)

- Lead planning, development and delivery of Village 21 projects and/or other new housing initiatives, as required.
- Oversee new Studio construction programs.
- Manage Mobile Pods and future housing developments.
- Lead feasibility assessments for new housing opportunities.
- Manage planning, approvals and development processes.
- Build and maintain relationships with builders, architects, planners and development partners.
- Identify and pursue growth opportunities aligned with KUC strategy.

Strategic Planning & Business Development (10%)

- Contribute to organisational strategy and growth.
- Lead delivery and reporting of assigned Annual Plan priorities, including progress against agreed KPIs and Board reporting requirements.
- Collaborate with SMT members to deliver cross-functional projects and organisational priorities.
- Develop annual operational team plans.
- Identify future housing and development opportunities.
- Develop strategic partnerships to support growth.
- Contribute to funding proposals and investment opportunities.
- Identify and evaluate strategic risks and mitigation strategies.

Compliance, Governance & Risk (10%)

- Ensure compliance with relevant legislation, regulations and funding agreements.
- Maintain oversight of asset-related policies and procedures.
- Ensure compliance with WHS, fire safety and building standards.
- Support audit and quality assurance processes.
- Maintain organisational risk registers relating to assets and developments.
- Ensure contractor compliance with KUC policies and Child Safe Standards.

Contractor & Maintenance Management (10%)

- Manage contractor and supplier relationships.
- Implement new maintenance delivery systems.
- Oversee outsourced maintenance and inspection programs.
- Monitor maintenance performance and expenditure.
- Ensure service levels meet agreed standards.
- Drive efficiency and cost-effectiveness across maintenance delivery.

Leadership & Team Development (10%)

- Lead and develop a high-performing Assets & Development team.
- Provide supervision, coaching and performance management.
- Build capability within the team.
- Foster a culture of accountability, innovation and continuous improvement.
- Promote collaboration across Assets and Programs teams.

Relationship Management (5%

- Establish, maintain, and develop cohesive partnerships with key stakeholders and relevant sector partners, including Homes Victoria, Housing Australia, Community Housing Providers, Local Government, Builders and Developers, Architects, ACCO's and CSO's
- Contribute to funding submissions for government and private funders as required.

Monitoring & Evaluation (10%)

- Develop asset and development performance reporting frameworks.
- Monitor asset utilisation and portfolio performance.
- Use data to inform decision making and strategic planning.
- Contribute to organisational outcomes measurement activities.
- Work with the Head of Programs, Innovation & Advocacy to assess the impact of housing solutions
- on young people's outcomes.

Selection Criteria

- Demonstrated senior leadership experience in asset management, property, housing, construction, community housing or related sectors.
- Experience managing complex asset portfolios.
- Demonstrated experience delivering capital development projects.
- Strong financial management and budgeting skills.
- Demonstrated strategic planning capability.
- Experience leading organisational change and service improvement initiatives.
- Experience developing and maintaining strategic partnerships.
- Strong understanding of governance, compliance and risk management.
- Commitment to social impact and improving outcomes for vulnerable young people.
- Ability to step into an established senior leadership role, maintain operational continuity and progress agreed priorities within a fixed-term appointment.

Skills & Knowledge

- **Communicates with Influence –** Communicate clearly, actively listen to others and respond with respect.
- **Relationship Management –** Collaborates, cultivates and facilitates productive internal and external working relationships to influence outcomes for the benefit of Kids Under Cover.
- **Project Management –** Strong project management skills, to deliver with quality, on budget and on time.
- **Critical Thinking** – Makes decisions and solves problems though research, reflection, analysis and rigorous evaluation.
- **Accountability –** Achieve results through efficient use of resources and a commitment to quality outcomes.
- **Service Orientation –** Delivery and quality of service, both internal and external.
- **Plan and Prioritise –** Plan to achieve priority outcomes and respond flexibly to changing circumstances.
- **Evaluate and Improve –** Evaluates processes or programs to drive continuous improvement.
- **Vendor Management –** Ability to engage in/manage diverse relationships with varied and multiple external agencies/suppliers.
- **Financial Management –** Understand and apply basic financial processes to achieve value for money and minimise financial risk.

Behavioural Competencies

- Work together
- Respect others
- Don't judge
- Be understanding
- Find a way

Be positive
Be ethical
Lead by example
Show dedication
Advocate for the cause

Child Safety Standards - Commitment

We are committed to the safety, participation and empowerment of all children. As part of your role, you may be working with children and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns you may have, in line with our Child Safe Policy and Child Safe Code of Conduct.

You will be required to provide a Working with Children check prior to commencement and maintain this check for the duration of your employment with Kids Under Cover.

Authorisation

I have read, understood and accepted this position description as the basis of this role.

Employee Signature	Manager Signature
Employee Name	Manager Name
Date	Date

Kids Under Cover reserves the right to review and amend this document at its discretion.