

Position Description

Position Details

Title:	Manager, Greenfields
Name:	-
Division:	Strategy and Development Team, Sydney Anglican Property (SAP)

Relationships

Direct Managers	Senior Manager of Strategy and Development	
Direct Reports		
Key Internal Relationships	Key External Relationships	
<ul style="list-style-type: none"> Other SAP Managers (Urban Renewal, Parish Property Services, Communications, Insurance and Commercial Property) SAP Senior Leadership Team SAP team members 	<ul style="list-style-type: none"> Ministry Staff (Rectors/Planters), Office Bearers (Wardens and Parish Council) in the Sydney Anglican Diocese. Relevant contacts within Evangelism and New Churches (ENC), Anglicare, The Anglican Schools Corporation (TASC) and Sydney Anglican Indigenous Peoples Ministry Committee (SAIPMC). Private-sector consultants engaged to support Greenfield initiatives (land search specialists, project managers). Rental managers of properties owned by SAP. Diocese Architectural Panel 	

Primary Purpose

<ul style="list-style-type: none"> The Strategy and Development team in SAP supports local Anglican churches by planning and providing great ministry infrastructure that enables local churches to implement their Ministry and Evangelism strategic plans. We do this so that more people would be able to meet the real Jesus. The Manager, Greenfields, supports this aim by managing the implementation of the Greenfield initiatives in SAP's Strategic Plan. Specifically, these initiatives focus on: <ul style="list-style-type: none"> implementing and periodically updating the Diocesan Greenfield Strategy.
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- contributing to the Diocesan and Regional ministry-led buildings and property strategies.
- managing the acquisition of new sites in strategic locations for future ministry.
- managing the portfolio of Greenfield properties currently owned by SAP.
- managing the staged activation of new sites in Greenfield locations for local ministry. This includes project management of a fleet of temporary buildings.
- driving innovation in the provision of cost-effective ministry infrastructure to match the staged growth of greenfield church plants.
- overseeing the design, approval and construction of new ministry infrastructure in Greenfield locations.
- supporting the SAIPMC by assisting with strategic property matters.

(Note: There is also opportunity to contribute to SAP's Urban Renewal projects in this role).

Key Result Areas (KRAs)	How are they delivered	How are they measured
Organisational Values	<ul style="list-style-type: none"> • Model the organisational values of Sydney Anglican Offices at all times. • The team values of the Strategy and Development team are: <ul style="list-style-type: none"> ○ Kingdom focused ○ personal and corporate integrity ○ collaborative ○ innovative & possibility oriented ○ delivery-driven excellence ○ stewardship mentality. <p><i>Note: More details on these values are found in the 2023-2025 Strategic Plan.</i></p>	Personal reflection, feedback.
Leadership	<ul style="list-style-type: none"> • Provide project leadership and guidance to the project teams. • Train other staff in basic property, planning, development and project delivery skills. • The Manager, Greenfields, will lead project-based teams that are resourced by a flexible pool of SAP team members. 	Team feedback
Key teams	<ul style="list-style-type: none"> • Lead project teams relating to Greenfield initiatives • Member of Strategy and Development Team • Member of SAP Staff Team 	Annual 360 degree review + ¼ly check ins.
Innovation	<ul style="list-style-type: none"> • Support a culture of innovation within the organisation, encouraging the development of new approaches and value-adding services. 	As opportunities arise

	<ul style="list-style-type: none"> Contribute to the Strategy and Development Team by identifying and adopting innovative ways of working to progress the team objectives. 	
Communication	<ul style="list-style-type: none"> Provide regular updates to the Senior Manager of Strategy and Development. Provide input into Board and Committee reports on progress against strategic priorities. Collaborate with the SAP Senior Leadership Team when joint input is required 	Feedback from SAP SLT
Greenfields Projects	<p><u>1. Site acquisition, activation and development</u></p> <ul style="list-style-type: none"> Implement the Greenfields Strategic Plan Oversee the due diligence process Manage the negotiation process and deal close. Develop creative strategies for optimising the use of Greenfield sites. Work with the receiving church planter or Rector to coordinate built form with the commencement of ministry on-site. Oversee the project management of construction projects in Greenfield locations. <p><u>2. Research, analysis and tool development</u></p> <ul style="list-style-type: none"> Maintain and improve the specialised GIS platform to support locational analysis Commission the creation of bespoke datasets to support Greenfields analysis Develop new strategies, plans, policies and processes that support Greenfields Initiatives. Understand market trends and analyse Government plans and policies relating to Greenfields areas. Advocate for favourable Government policies that support SAP Greenfield initiatives. 	Project completed on time and within budgets, 360 degree feedback.
Urban Renewal Projects	<ul style="list-style-type: none"> Willingness to assist the Senior Manager of Strategy and Development or the Manager, Urban Renewal, with work associated with the Urban Renewal Pilot Program. 	See above.
Special projects	<ul style="list-style-type: none"> At the discretion of the Senior Manager of Strategy and Development, you may be assigned to other projects of strategic importance to SAP. 	See above.
Stakeholder management	<ul style="list-style-type: none"> Cultivate and maintain strong relationships with the teams of SDS (For example: Registry, Legal and Finance). Support collaboration between SAP and TASC, Anglicare, ENC and other relevant organisations. 	See above.

	<ul style="list-style-type: none"> • Maintain positive relationships with government contacts, agencies • When required, support the Senior Manager of Strategy and Development, by attending meetings or fulfilling duties on their behalf. 	
Working Safely	<ul style="list-style-type: none"> • Work in a safe manner, complying with the policies and procedures of Sydney Anglican Offices in relation to work health and safety. • Report all hazards and incidents in accordance with the appropriate policies and procedures. • Lead the Greenfields Projects in ways that promote physical and psycho-social safety. 	Compliance review
Annual Objectives	<ul style="list-style-type: none"> • Meet any annual goals or objectives agreed with the Senior Manager of Strategy and Development through ¼-ly performance meetings. 	Progress tracked by annual goal setting process with quarterly check-ins.
Professional Development Plan	<ul style="list-style-type: none"> • Prepare an annual Professional Development Plan for approval. • Attend all required training as agreed. 	Progress tracked against Professional Development Plan.

Capability Profile	
Required Experience	<ul style="list-style-type: none"> • 5+ years of experience in a built environment profession such as urban planning, project management, architecture, engineering or property development (or similar). • Experience in the development and implementation of strategic business plans. • Proven ability to deliver high-quality work within specified budgets while managing competing deadlines. • Experience engaging with senior decision makers in the public or private sector, not-for-profit or faith-based organisations. • Experience managing teams.
Competencies required	<p>The ideal candidate for this role is:</p> <ol style="list-style-type: none"> 1. a possibility-minded strategic thinker <ul style="list-style-type: none"> • Analytical thinker with problem solving skills to tackle complex issues and to persevere in creatively overcoming obstacles. 2. a confident and natural communicator <ul style="list-style-type: none"> • Clear and open communicator who is an active listener and able to tailor communication style and messaging based on audience and context.

	<p>3. a relationship building collaborator</p> <ul style="list-style-type: none"> • Able to build and maintain positive relationships with a diverse range of people. This requires emotional intelligence to understand and respond to the needs and motivations of different stakeholders. <p>4. a well organised executor of plans</p> <ul style="list-style-type: none"> • Skills in prioritisation, time management and delegation. • A focused commitment to delivering multiple projects concurrently. <p>5. person of resilience and empathy</p> <ul style="list-style-type: none"> • Able to manage pressure and bounce back from setbacks, maintaining determination and adapting strategies to learn from and overcome obstacles. • Able to empathise with the emotions, perspectives, and motivations of others.
<p>Christian Commitment</p>	<ul style="list-style-type: none"> • A demonstrated Christian faith that shapes and informs your approach to work. • Aligned with the principles and values of the Anglican Church in the Diocese of Sydney, ideally a member of an Anglican church

ORGANISATION VALUES



RESPECT

Inspired by Christ's humility, we always treat people with the dignity and care that is due to them as image-bearers of God.

Show proper respect to everyone, love the family of believers, fear God – 1 Pet 2:17



INNOVATE

We continually look for better ways to serve with the resources God has given us.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms – 1 Pet 4:10



COLLABORATE

We seek and value the input of others to better meet the needs of those we serve.

God has placed the parts in the body, every one of them, just as he wanted them to be [for] there are many parts but one body – 1 Cor 12:18 & 20



CELEBRATE

We reflect on our achievements and efforts with a spirit of joy and thankfulness to God.

I thank my God every time I remember you [and] I always pray with joy because of your partnership in the gospel – Phil 1:3-5



DELIVER

We are focused on providing outcomes that meet the expectations of our stakeholders.

Always give yourselves fully to the work of Lord, because you know that your labour in the Lord is not in vain – 1 Cor 15:58

ACCEPTANCE

Employee Name:	
Signature:	
Date:	