



## **JOB DESCRIPTION**

<b>Post:</b> Development Officer <b>Date:</b> June 2021	<b>Analyst:</b> J. Brooks Director of Development & Property Management <b>Department:</b> Development	
<b>1. JOB DETAILS</b>		
<b>a. Responsible to:</b>	Development Manager	
<b>b. Responsible for:</b>	N/A	
<b>c. Working hours:</b>	37 hours per week (Monday to Friday)	
<b>d. Wage level:</b>	NJC Point 19, £25,481 – NJC Point 25, £29,577 plus optional contributory pension scheme currently at employer contribution of 19.5%	
<b>e. Essential Qualifications:</b>	3rd Level education (University Degree/HND/HNC or equivalent) in a construction related discipline e.g. building/construction, housing or development related <b>OR</b> A minimum of 3 year's relevant experience (within the last 5 years) in housing, construction or development environment	
<b>f. Essential Experience:</b>	A minimum of 1 year's relevant experience (within the last 5 years) in housing, construction or development environment	
<b>2. JOB SUMMARY</b>		
The post holder will be required to manage and progress all housing development opportunities on behalf of the Association in accordance with the DfC Housing Association Guide and under the direction of the Development Manager		
<b>3. KEY TASKS</b>		
<b>3.1</b>	To formulate and prioritise the Associations development program in accordance with the Associations development targets and under the direction of the Development Manager	
<b>3.2</b>	Manage, control and supervise the new build and rehabilitation projects, ensuring high standards of service are being delivered by the design team and on-site contractors.	
<b>3.3</b>	Negotiate, liaise and communicate effectively with all clients and carry out consultation on projects as necessary.	
<b>3.4</b>	Continually seek new housing development where there is a need and prepare project applications as necessary.	

<b>3.5</b>	Co-ordinate and manage the development process, from design brief, scheme design, detailed design, committee approvals, tenders, appointments, planning negotiations, full scheme submission and grant applications in accordance with DfC Guide.
<b>3.6</b>	Prepare economic appraisals and cash flows for all development proposals
<b>3.7</b>	To liaise with the Finance Department to ensure effective cash flow projections, budgets for development activity.
<b>3.8</b>	To carry out regular reviews and assessments of contract performance, ensuring risks are reported promptly and budgetary / resource expenditure are controlled
<b>3.9</b>	To attend all development site meetings and advise and report accordingly
<b>3.10</b>	Liaise with the clerk of works on a regular basis and carry out joint site visits to ensure work is of a quality expected and that the design brief is being properly implemented
<b>3.11</b>	To assist at handover stage and to monitor and arrange remedial works during the defect's liability period
<b>3.12</b>	To communicate with other colleagues to ensure effective team working and smooth operation within the Association.
<b>3.13</b>	To represent to Association during DfC audit process
<b>3.14</b>	Prepare reports and deliver progress on Association operational plan targets to the Development Manager quarterly or as and when required.
<b>3.15</b>	To assist in preparing policies and procedures in accordance with DfC and Committee of Management Guidance
<b>3.16</b>	To manage House Purchase/Sales requests in accordance with guidance.
<b>3.17</b>	To complete post project reviews, gauge tenant satisfaction and prepare a report with recommendations.
<b>4.0</b>	<b><u>General</u></b>
<b>4.1</b>	Ensure adherence to the policies and procedures of the Association, particularly those regarding equal opportunity, health and safety and confidentiality.
<b>4.2</b>	Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity
<b>4.3</b>	To promote the organisations Mission, Values (Leadership, Aspiration, Personal, Esteem, Community & Integrity) Aims and objectives
<b>4.4</b>	To maintain professional boundaries and confidentiality within the Association
<b>4.5</b>	To attend staff meetings, training, forums, which may occur outside normal working hours
<b>4.6</b>	To participate in Performance Reviews and supervision sessions

<b>4.7</b>	Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
<b>4.8</b>	Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.
<b>4.9</b>	Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
<b>4.10</b>	Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Signed by Employee:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Association:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

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