



**Gatelodge, 8 Flax Street, Belfast, BT14 7EQ**  
**282-290 Crumlin Road, BT14 7ED**

## PERSONNEL SPECIFICATION

**Post: Development Officer**

**Analyst:** J Brooks  
 Director of Development & Property Management

**Date:** June 2021

Specification	Essential	Desirable
Physical Make up		Tidy appearance
Qualifications	3 <sup>rd</sup> 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	Professional membership of a relevant body: e.g. RICS, CIOB, RTPI
Job Experience And Training	A minimum of 1 year's relevant experience (within the last 5 years) in housing, construction or development environment  Computer Literacy: A good working knowledge of Microsoft Office packages including Word, Excel and Outlook	Experience of working within a Housing Association in a Development role within social housing.  Knowledge of CAD
Specialist Knowledge	Sound knowledge of new build development processes  Good understanding of the role and responsibilities of a Development Officer  Sound technical knowledge of property development and construction.  Knowledge of development practises.  Knowledge of operating new build programmes	Previous experience of social housing new build development formulation  Contract management of new build projects  A working knowledge of the Public Procurement processes  Knowledge of the NEC suite of contracts  An understanding of the needs of social

	<p>Experience in monitoring contractor's performance. Knowledge in monitoring consultant performance.</p> <p>High level of knowledge and experience in the diagnosing of repairs to domestic dwellings and buildings.</p> <p>Has effective interpersonal communication skills and experience of report writing.</p>	<p>housing tenants.</p> <p>Evidence and experience of Housing Association Guide and in the provision of new social housing dwellings</p>
<p>Special Skills / Aptitudes</p>	<p>Experience of housing contract management and supervision of contractors.</p> <p>Must be able to demonstrate a high level of knowledge and experience in the following:</p> <ul style="list-style-type: none"> <li>• Contract management</li> <li>• Project management</li> <li>• Procurement</li> <li>• Stakeholder Engagement</li> <li>• Residential design</li> <li>• Site identification and feasibility assessments including risk assessments</li> <li>• Negotiating land purchases</li> </ul> <p>Practical experience of delivering a front facing customer focused service.</p> <p>Practical experience of delivering effective new build projects</p> <p>Possess good written and verbal communication skills.</p> <p>Ability to organise and prioritise workload.</p> <p>Ability to use initiative and work with limited supervision.</p> <p>Be able to demonstrate a methodical approach and attention to detail.</p> <p>Awareness of confidentiality.</p>	<p>Experience of Investors in People standard.</p> <p>Has experience in adopting excellent customer service initiatives and is proactive in identifying solutions to customer facing problems.</p> <p>Applies a professional approach to ensuring good customer service.</p> <p>Practical experience of delivering a front facing customer focused service.</p>
<p>Disposition</p>	<p>Approachable</p> <p>Shows common sense and initiative</p>	

	Vigilant Good Team player	
Personal Circumstances	Accessible to location Current valid driving licence and access to private transport Flexibility to work outside normal working hours when required	
Others (specified)	General awareness of health and safety regulations (including fire). Awareness of Data Protection	Is familiar with the requirements of the General Data Protection Regulations and is experienced in providing a confidential service to customers and in managing their personal information in a confidential manner.