



JOB DESCRIPTION/ROLE PROFILE

Job Title: Development Manager

Reporting to: Assistant Director of Development

Location: Hybrid working with base in Belfast

Hours of Work: 37 hours per week – Generous flexible working system

MAIN PURPOSE OF THE JOB:

At Clanmil, our vision is to provide homes for people to live well. Quality design is important to us and we build great homes where people want to live and raise their families within sustainable and thriving communities.

As Development Manager, you will lead, manage, and promote collaborative team working that delivers Clanmil’s growth strategy in alignment with business plan goals.

GENERAL RESPONSIBILITIES:

A	GROWTH AND NEW BUSINESS
1.	Have an awareness and understanding of what the key areas of housing demand for all tenures across Northern Ireland are.
2.	Use your network of contacts to raise the profile of Clanmil and identify development opportunities that could be taken forward to deliver a range of housing tenure solutions
3.	Ensure development opportunities are evaluated, appraised and taken forward to meet agreed growth plans, within a robust risk assessment framework, an agile performance reporting mechanism, and ensure compliance with all internal control requirements relating to due diligence, investment appraisal, budget setting, cash flow requirements, scheme investment appraisal criteria, scheme of delegation and financial regulations.
4.	Ensure the maintenance of a Possible Future Site database that is accurate and up to date in real time and vendors/developers etc are kept up to date on matters in terms of Clanmil being a commercial agile developer and our reputation is protected
5.	Oversee and coordinate the preparation and submission of the annual bid for the sector wide Social Housing Development Programme.
6.	Identify and oversee the necessary suite of appropriate pre-development investigations and identify any risks that may arise in terms of impact on design and development costs in relation to return on investment.
7.	Procure Consultants as necessary in line with the Corporate Procurement Policy and ensure appropriate Professional Services Contracts with appropriate insurances, collateral warranties etc are properly executed and in place when required.



8.	Ensure appropriate market testing, valuations and planning appraisals are carried out to support the due diligence/Investment appraisal process identify risks arising and how these may be managed in context of design, cost and development delivery timeline.
9.	Identify the necessary scope of services for each consultant as required on a scheme and implement and execute an appropriate professional services contract.
10.	Ensure that Statutory utility enquiries are made in good time, seeking senior intervention as required and then consider the recommendations arising from these and the impact on design, buildability and cost.
11.	Carry out design audit reviews of all drawings to ensure they are DFC Guide/Clanmil compliant within the vision of Clanmil in terms of quality design and effective place shaping.
12.	Manage professional consultants in line with their contract terms, arrange design team meetings as necessary and ensure the close out of all actions for the efficient delivery of a scheme in line with the Business Plan growth targets.
13.	Oversee the receipt of statutory approvals in line with the timeline required to meet the Business plan growth targets.
14.	Appraise all development proposals to ensure if there are any third-party issues that require actioned before award of a construction contract and that these are contractually closed out in terms of risk mitigation for Clanmil or agree appropriate action in context of risk exposure with your Line Manager.
15.	Ensure the team procure contractors and consultants in a timely fashion in line with the Corporate Procurement Policy and execute contracts as appropriate. Ensure all documentation /conditions of contract are fully closed down and appropriate copies of that documentation (ie insurances, collateral warranties, performance bonds, etc) retained at Clanmil with the contract.
16.	Ensure an effective system is in place with your team, on a monthly basis as a minimum, in relation to Project Risk Registers, Updated programmes etc and action any items arising.
17.	Lead on all design matters and champion the Clanmil Design Guide in context of standards, specification, place shaping, grant compliance within a value for money /Investment oversight and ensure this is updated and refreshed to reflect our requirements.

C.	COMMUNITY CONSULTATION
1.	Act as the Clanmil lead for the roll out of Clanmil's Community consultation Policy ensuring all schemes are compliant and where not identify this with proposed solutions to the Assistant Director of Development in terms of reporting to the Board.
2.	Ensure the team keep accurate records in relation to community consultation activity for audit purposes

D.	LEADING THE TEAM
1.	Lead, develop, inspire and motivate your team to deliver the agreed development programme in line with Clanmil's Growth Strategy.



2.	Develop a strong performance culture and commitment that ensures the delivery of high-quality homes.
3.	Agree with each team member their work priorities, target dates, required outcomes, action plan and ensure regular check ins to review performance and provide support in context of targets, workloads, blockages, training needs, new ideas and personal development.
4.	Implement appropriate induction plans for new members of the team.
5.	Act as a role model that demonstrates alignment with purpose, vision and values of Clanmil.
6.	Proactively consider customer feedback, utilising it to influence the design and delivery of new homes.

E. CORPORATE RESPONSIBILITY	
1.	Participate actively in promoting Clanmil and be an Ambassador for the business to raise its profile and target/identify development opportunities/repeat business.
2.	Participate actively in sub work being taken forward by NI Federation for Housing Associations (NIFHA), Department for Communities (DfC), NI Housing Executive (NIHE), in relation to construction and/or general development matters and report as required on matters of strategic/operational importance and impact.
3.	Manage risk through identification, documentation, and mitigation. This includes keeping the Operational Risk Register up to date with actions, mitigations and ensuring it is aligned to the broader Corporate Risk Register.
4.	Ensure the accurate operation of the directorate scorecard and use it to identify and analyse trends, KPIs and strategic concerns and proposed remedial action to bring matters back on track.
5.	With the team ensure Development policies and procedures are drafted to reflect what is done in practice and are in place, updated and adhered to by the teams.
6.	Lead and participate as appropriate in internal and external audits, DfC and/or NIHE inspection reviews and ensure any agreed action is implemented.
7.	Have effective internal control systems in place throughout the team and procedures to ensure compliance with key statutory and legal obligations and requirements of DfC and best practice.
8.	Working with the team, identify further efficiencies to improve ways of working for the team including enhancing the digitisation of workflows/project management of schemes. and ensuring full utilisation of systems in use.

F. PERSONAL DEVELOPMENT	
1.	Embrace all opportunities for learning and development to help you fulfil your role to the best of your ability.
2.	Take on additional specific areas of work as required by your Line Manager and or the Senior Management/executive Team.



G.	FOLLOW CLANMIL'S POLICIES AND PROCEDURES
1.	Familiarise yourself with the Clanmil Housing Group's policies and procedures which you will be provided with at the start of your employment and during your induction period and induction training.
2.	Understand the role of the Clanmil Housing Group and its mission and display its core values in your actions and behaviours.
3.	Staff are encouraged to embrace the Clanmil Housing Group's Equality & Diversity Policy and commit to the principles and aims of the Equality Scheme S75 duties with regard to religious faith, political opinion, racial groups, men and women generally, marital status, age, persons with a disability, persons with dependants and sexual orientation.
4.	Ensure that all work you carry out is in line with the Association's Data Protection Policy.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. In line with our values of 'Achieving Together' and 'Leave a Positive Experience', we expect all to have a flexible attitude and support each other through carrying out any other duty, from time to time, to overcome challenges and move things forward.



Our values guide us

Whilst what we do is vitally important, we think how we do it is equally important. We have all our own way of doing things. It's what makes us unique and at Clanmil we're no different. Our values are at the heartbeat of our organisation, they guide the way we behave and the decisions we make so we're doing everything we can to support our customers and their communities to thrive.

Leave a positive experience

We believe there's always an opportunity to leave a positive lasting impression if you show compassion and demonstrate you care. We see the person, not the problem. And whilst we know that sometimes we might have a tough conversation or make a hard decision, we will always act with honesty, fairness and respect regardless of the circumstances. After all we're a people business, so trust and great relationships are really important.

Believe in better

With a world of opportunity and head full of possibility, we have a shared ambition to do more. We challenge ourselves, each other, what we do and the world around us to not just settle but improve and to strive for better. We remain curious about what could be, embracing change whilst never losing sight of what we believe in. We are force for good, so we're confident to stand up and be counted.

Achieve together

Together we are stronger. It's as simple as that. By working as one with colleagues, customers and communities we can make real change happen, overcome challenges and move things forward with great energy. It feels good to be part of something, right? We all see the world differently and we might not always agree. We embrace that. We celebrate our diversity and the benefit that brings as we know that with unity comes strength.

Signed by Postholder: _____ **Date:** _____

Signed by Manager: _____ **Date:** _____



JOB PROFILE

Criteria	E	D	Method of Assessment
EXPERIENCE/KNOWLEDGE			
A third level qualification AND 3 years' recent experience in a property/construction environment (within the last 6 years) OR 5 years' (within the last 8 years) recent experience in a property/construction related environment.	X		Application
An understanding of the Dfc Housing Association Guide and DFC/NIHE scheme approval process.		X	Interview
Demonstrable experience of managing a construction project from inception to completion ensuring delivered to specification, on time and within budget.		X	Interview
Experience of assessing a site for development.	X		Interview
Knowledge of prevailing planning policy and awareness of area plans and the planning process.		X	Interview
Experience in identifying, managing and mitigating risk in the development process.		X	Interview
Experience of the NEC3 Suite of Contracts including a working knowledge of dealing with Contract Variations and Contract delays.		X	Application
Have at least 3 years' experience of managing a staff team to include the setting and monitoring of agreed objectives and performance management.	X		Application
A working knowledge of the Public Procurement Contract Regulations.		X	Interview
SKILLS / ABILITIES			
Excellent oral & written communication and interpersonal skills with a strong ability to meet the need of the audience	X		Interview
External focus with a proven ability to build networks and work in partnership with developers, local authorities and others	X		Interview
Ability to prioritise workload including being able to manage conflicting priorities, setting targets and monitor performance	X		Interview
Strong problem-solving skills including the ability to lead in challenging situations	X		Interview
Ability to empower team members	X		Interview
Commitment to providing a customer focused service	X		Interview



A methodical approach to detail and the ability to think laterally in the best interests of the business	X		Interview
A clear understanding of the social and political environment within which the Association operates		X	Interview
OTHER			
Hold a full UK driving license and be able to travel to meet the requirements of the post without reliance on public transport.	X		Application