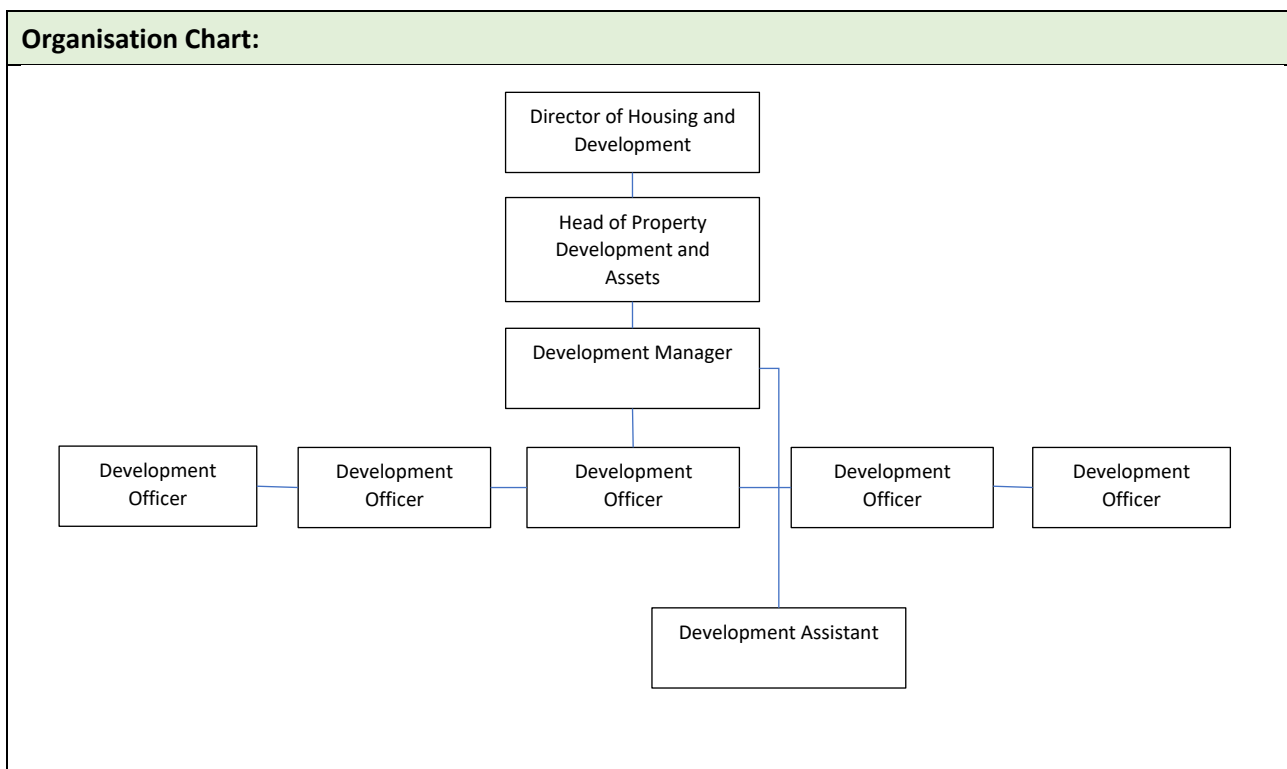


## JOB DESCRIPTION

<b>Job Title</b>	Development Officer
<b>Directorate</b>	Housing & Development
<b>Grade</b>	Band 6
<b>Reports to</b>	Development Manager
<b>Budget responsibility</b>	Yes
<b>People Manager responsibility</b>	N/A
<b>Number of direct reports</b>	N/A
<b>Indirect reports</b>	N/A
<b>Locations / Usual Base</b>	Hybrid Working
<b>Hours of work</b>	37 hours per week



**Job Purpose:**

The Development Officer will be responsible for implementing the Association’s development policy and procedures to ensure the successful delivery of new development schemes to meet the targets set out in the Annual Business Plan and Asset Management Strategy.

- Key Responsibilities:**
- Liaising with NIHE Place Shapers and Supporting People to confirm housing need and identifying sites/properties to meet identified need
  - Assessing financial and technical viability of development proposals
  - Preparing Business Cases for new scheme proposals and ensuring scheme cash flows are regularly updated
  - Developing design briefs for new projects

## Job Description and Person Specification

- Preparing project approval applications (including economic appraisals) for social housing development programme grant funding
- Liaising with consultants to ensure that new scheme proposals are developed in accordance with the design brief and within agreed timescales, and reviewing plans to ensure compliance with the Department for Communities (DFC) Design Guide
- Liaising with consultants to ensure that planning and other statutory approvals are obtained e.g. building control regulations, Registration and Quality Improvement Authority, Houses in Multiple Occupation regulations etc
- Liaising with HSCT staff, including occupational therapists to ensure that scheme proposals are designed to meet the needs of identified tenants
- Liaising with quantity surveyors to obtain accurate works cost estimates
- Complete community consultation on development proposals, attend public meetings as/when required (these may be held outside of normal office hours) and preparing reports
- Liaising with the Association's solicitor to ensure appropriate legal conveyancing of property purchases
- Preparing grant claims at relevant stages of the development process
- Ensure that services and works contracts are procured in accordance with the DFC procurement guide and procurement regulations. This will include devising pre-qualification documentation, assessing and scoring submissions, assessing, and evaluating tender returns and preparing reports for the Development Manager
- Assisting the Development Manager with the compilation of the annual bid for the Social Housing Development Programme
- Monitoring progress of development schemes. This will involve attending site meetings as required and carrying out reviews on completed projects.
- Protect THA interest by regular review and assessment of contractor/consultant performance, expenditure and quality of overall product, any issues identified should be raised via appropriate protocol.
- Managing the handover of new properties to the Property Assets and Housing Management teams
- Management of the defects liability period in development schemes
- To comply with the requirements of the Data Protection, Equal Opportunities and Equality legislation including ensuring the implementation of the Association's responsibilities under Section 75 of the Northern Ireland Act 1998 within areas of responsibility
- Ensure that all delegated responsibilities are carried out in accordance with the requirements of legislation and the Association's Health and Safety Policy and Procedures
- Participate as required in the selection of consultants & Contractors for all new projects
- Operate and maintain development department procedures and systems in line with quality management systems and external Agency auditing requirements to ensure audit compliant at all times

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting Triangle by undertaking any related responsibilities which are commensurate with this grade.

The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in this Directorate.

### Working Relationships:

The Development Officer will need to establish and maintain effective working relationships with the following;

<ul style="list-style-type: none"> <li>• Triangle’s Executive Team</li> <li>• Triangle’s Senior Leaders and Managers</li> <li>• Funders e.g. Department for Communities, Housing Executive</li> <li>• Commissioners e.g. Health Trusts</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Management Partners</li> <li>• Consultants</li> <li>• Contractors and developers</li> <li>• Statutory bodies e.g. Councils</li> <li>• Trade Bodies</li> </ul>
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## PERSON SPECIFICATION:

<b>Experience</b>
<ul style="list-style-type: none"> <li>• Minimum of two years experience working in housing development AND a relevant degree level qualification in property development or construction</li> <li>• A valid driving licence and access to a car</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 years housing development experience</li> <li>• A valid driving licence and access to a car</li> </ul>
<b>Education/Training</b>
<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of working for a Housing Association in a Development Officer role</li> </ul>
<b>Skills and Abilities</b>
<ul style="list-style-type: none"> <li>• Excellent communication skills, the ability to deliver high levels of customer service to all internal and external customers</li> <li>• Negotiation Skills</li> <li>• Problem Solving Skills</li> <li>• Ability to deal with a range of conflicting priorities</li> <li>• High degree of efficiency and ability to self-direct as well as work as part of a team</li> <li>• Excellent organisational skills and time management</li> <li>• Flexible approach to working and adaptable to change</li> <li>• Ability to manage the performance of Consultants / Contractors</li> <li>• Ability to assess risk, ability to mitigate it and escalate issues as and when required</li> <li>• Good financial awareness, ability to deliver schemes within budget &amp; timescales</li> <li>• Excellent IT Skills [Word, Excel etc.]</li> </ul>
<b>Specific Knowledge</b>
<ul style="list-style-type: none"> <li>• Knowledge of development processes, construction and contract procedures</li> <li>• Knowledge of housing association guide</li> <li>• Knowledge of Northern Ireland Public Procurement Policy</li> <li>• Knowledge and experience of conveyancing processes</li> <li>• Knowledge and experience in project management</li> <li>• An awareness of Data Protection regulations inclusive of GDPR</li> </ul>