

PROGRESS HOUSING GROUP



JOB DESCRIPTION

Post Title:	Development Officer	Grade:	3
Department:	Development	Location:	Balfour Court, Leyland
Responsible to:	Development Manager and Head of Development		

Job Summary

To assist the Development Managers in the delivery of the development strategy.

Duties and Responsibilities

1. Administration of new build and refurbishment development work, including liaison with Employer's Agents, Architects, Engineers, Estate Agents, Solicitors and other development consultants.
2. Ensure, in conjunction with the Development Managers that the Group's development programme and cashflow targets are achieved.
3. Prepare financial viability appraisals for projects, for consideration by the Development Managers.
4. Investigate and pursue acquisition of sites and properties ensuring and reporting viability of all schemes at appropriate stages. Ensure all certificates, valuations and guarantees are available before the Group is committed to purchase.
5. Maintain a close working relationship with the Housing Management Department in order to ensure housing management requirements are built into the Group's schemes.
6. Collaborate across departments to ensure input into Design Brief and Employer's Requirement annual updates and to promote consistent two-way communication.
7. Ensure that the Group's specifications of quality and design are incorporated into all schemes, reporting any discrepancies to the Development Managers.
8. Inspect building work during construction and improvement/refurbishment. Ensure that all relevant guarantees are made available prior to handover. Accept completed work from contractors on behalf of the Group and advise all other stakeholders of their responsibilities in respect of occupation, insurance and grant claims.
9. In consultation with the Compliance Team, ensure that all development projects meet the current required standards.
10. Assist the Development Managers and Head of Development in the preparation of Funding Appraisal Team / Board reports, ensuring Funding Appraisal Team / Board approval has been obtained at relevant points in the development process.

11. Maintain an up to date working knowledge of then Homes England Capital Funding Guide. Ensure that all action taken in respect of scheme work is in accordance with Homes England and the Group's processes and procedures.
12. Keep abreast of current practice in matters relating to the Registered Provider sector building and development work and new initiatives.
13. Work within the parameters of the Group's Procurement Framework.
14. Carry out any other duties which may be, from time to time, requested by the Head of Development or Director of Development.
15. Utilise available technology to support agile working and self-service of administrative tasks.

Corporate Responsibilities

1. Work in line with the Group's core values
2. Participate in the Group's Personal Review and Development Plan (PRDP) process.
3. Comply with the Group's Equal Opportunities, Customer Care, Data Protection, IT and Health and Safety policies.
4. Undertake any additional learning and development considered relevant to the performance of the duties of this post and in furtherance of the Group's objectives.
5. Adopt a corporate, coordinated and co-operative approach to working.
6. Any other duties to reflect the changing workloads and priorities within the department.

Signature:		Date:	
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PERSON SPECIFICATION

Post Title:	Development Officer
Department:	Development

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>QUALIFICATIONS</u>		
1. GCSE or equivalent standard of education	E	Application Form / Certificates
2. Professional/technical qualification relating to building/construction/design	D	
3. Full driving licence	E	
<u>EXPERIENCE</u>		
1. Experience in social housing or property related discipline	D	Application form/ Interview
2. Ability to carry out feasibility studies	E	
3. Building, surveying or housing qualification	D	
4. Knowledge of Homes England procedures	D	
5. Working knowledge of building contracts	E	
6. Administration relating to scheme development	E	
<u>KNOWLEDGE/ABILITIES</u>		
1. Excellent interpersonal, communication, presentation skills, report writing and negotiation skills. Ability to work with other departments and outside bodies	E	Application form / Interview
2. Ability to work on own initiative with a creative and commercial approach to projects – good time management and organisational skills	E	
3. Attention to detail with a thorough approach to administration	E	
4. Excellent levels of financial awareness	E	
5. Strong customer focus	E	

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
6. Positive approach and attitude with an ability to work flexibly under pressure and to deadlines.	E	
7. Commitment to the values of the organisation	E	
8. Knowledge and understanding of regulatory requirements relating to development	D	
9. Knowledge and understanding of domestic construction	D	
10. Excellent levels of computer literacy	E	