

## Job Description

<b>Job Title :</b>	Development Officer
<b>Department :</b>	Development Directorate
<b>Responsible to :</b>	Development Director
<b>Job Purpose :</b>	<p>The post holder will assist the Development Management team to ensure the Association improves and builds houses to the highest possible standard. To create and process every opportunity to develop solutions to current and future housing requirements with regard to the Association's strategic development objectives.</p> <p>To ensure the effective co-ordination, implementation and management of a project from inception to handover and final closure within the confines of Site Identification, Acquisition, Feasibility, Design, Planning, Construction, Project Management, Marketing and Sales and Health and Safety regulations.</p>

### 1.0 Best Practice

- 1.1 Operate and maintain Development Department procedures and audit systems in line with quality management systems and external Agency auditing requirements.
- 1.2 Assist with internal and external management processes, following through on all actions to resolution ensuring compliance with regulations and best practice.
- 1.3 Participate on corporate activities including health and safety and continuous improvement initiatives.
- 1.4 Act as "champions" on specific aspects of the development process.
- 1.5 Provide regular internal updates and/or reports on projects as required to monitor strategic objectives.

### 2.0 Project Inception, Design and Build Supervision

- 2.1 Assist the Director of Development and the team formulate and prioritise the Association's development programme in line with strategic objectives for consideration, approval and implementation.
- 2.2 Assist in all aspects of control and supervision of projects within the development process.
- 2.3 Negotiate, liaise and communicate effectively with all client's design teams and local communities and other key stakeholders.
- 2.4 Analyse the need for housing provision and prepare project applications, etc. (e.g. surveys, briefs, valuations, economic investment appraisals).
- 2.5 Assist with preparation of internal Business Cases and Board reporting material.
- 2.6 Co-ordinate as directed the process of scheme design, detailed design, preparation of contract documentation, planning negotiations and applications.
- 2.7 Consult with relevant employees (internal and across Directorates) and external clients to ensure compliance with strategic objectives.
- 2.8 Initiate as directed, site or project acquisitions and monitor progress of individual transactions.

- 2.9 Learn, understand and continually review compliance against external funding and design requirements for Housing Associations.
- 2.10 To ensure all procurement procedures are fully implemented when purchasing goods and services. To participate in procurement exercises to include completing Project Procurement Plans, Pre-Qualification and Tender Assessments and evaluation panels as and when required.
- 2.11 Co-ordinate provision of insurance's and warranty cover for schemes.
- 2.12 Protect the Association's interest by regular review and assessment of contract performance, expenditure and quality. Monitor and record contractor performance.
- 2.13 Liaise with and advise Clerks of Works regularly and ensure effective communication is maintained. Attend individual meetings or site meetings as directed.
- 2.14 Monitor defects in conjunction with the Asset Directorate t or Communities staff arising during or after Defects Liability Period.
- 2.15 Assist in monitoring consultants to ensure that the brief is met, costs contained and that optimum standards are maintained. Manage any non-performance issues within the design team Implement the review of consultant performance after all new schemes. Act as development agent/project manager for other associations.
- 2.16 Completion of feasibility analysis of private developments for the Association.
- 2.17 Ensure all private homes are effectively marketed - working as necessary with the marketing/sales agents.
- 2.18 Working with clients from their acquisition initial enquiry to completion and through the defects process.
- 2.19 Contribute to the work of other internal departments as required in pursuance of specific objectives.
- 2.20 Contribute to the overall efficiency of the Directorate by positively promoting all aspects of the service.
- 2.21 Ensure and maintain a safe environment around the work area, to report maintenance problems swiftly and to ensure their behaviour and actions do not endanger people or property.

### **3.0 Customer Service**

- 3.1 Contribute to the work of other internal departments as required in pursuance of specific objectives.
- 3.2 Contribute to the overall efficiency of the Directorate by positively promoting all aspects of the service.
- 3.3 Coordinate and attend Public meetings as and when required. (These meetings may be held outside normal office hours).

### **4.0 Finance**

- 4.1 Seek building cost estimates and compare against allowances set up by DfC/NIHE. Aid in the preparation of financial profiles for total project expenditure.
- 4.2 Monitor consultants to ensure that the brief is met, costs contained and the Association's optimum standards are maintained. Record and review consultant performance.
- 4.3 Manage all CEs with architect/Project Manager and ensure efficient resolution.
- 4.4 Contribute to the management of all Financial matters within the Directorate.
- 4.5 Provide all necessary information required for all adjudications; mediations or legal cases.

## **5.0 Sales & Private Rental**

- 5.1 Work with the Development Managers/Senior Head of Development to develop project specific design specification and requirements on fixtures and finishes for each project.
- 5.2 Procure specific services in terms of estate agents; interior designer and marketing professionals to promote and ensure the sale/rental of all properties.
- 5.3 Work with the estate agent to agree sales/rental prices and marketing requirements.
- 5.4 Work with the Agent/Development manager to maximise social media opportunities to promote interest.
- 5.5 Communicate and liaise with the estate agent regarding potential purchasers and work with them from the receipt of an offer to completion.
- 5.6 Manage the sales and conveyance process and undertake any interface with the purchaser.

## **6.0 General**

- 6.1 Undertake activities, where appropriate, representing the Association in a respectful and mutually supportive manner to external groups or the general public.
- 6.2 Conduct all activities in a manner which is safe to yourself and others acting at all times in accordance with the Health and Safety Policy.
- 6.3 Employees represent the Association and should attend work neat, tidy and clean in appearance which includes their work area/clear desk in line with the Code of Conduct and Health and Safety policy.
- 6.4 Undertake other delegated duties appropriate to the scope and function of the grade of post including cover duties during periods of absence e.g. sickness, annual leave.
- 6.5 Promote and ensure compliance with the Association's statutory Equality Duties.
- 6.6 To ensure all procurement procedures are fully implemented when purchasing goods and services. To participate in procurement exercises to include completing Project Procurement Plans, Pre-Qualification and Tender Assessments and evaluation panels as and when required.

This post is based at Radius offices. However, due to the nature of the Association's stock, this post has a mobility clause in that the post holder must be prepared to work as directed and support as and when required other schemes, which includes support as and when required to Fold Ireland under a service level agreement. The post is also subject to flexible working and will require some working outside of normal business hours.

All Radius employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of gender including gender reassignment, pregnancy or maternity, marital or civil partnership status, sexual orientation, race or ethnic origin, religious belief, political opinion, national identity, age, disability or whether or not they have dependants.

This job description is not exhaustive and may be amended to facilitate changes in the better organisation of Radius's activities and following consultation with the Job Holder.

**Radius operates a 'No Smoking' Policy which includes the use of devices such as e-cigarettes.**

## PERSON SPECIFICATION - DEVELOPMENT OFFICER

<b>ESSENTIAL CRITERIA (demonstrate on application form)</b>	
1	<p>Level six qualification (e.g. Bachelor's Degree, Graduate diploma) or above in an related discipline such as Building/Property and at least 1 year in a related role within social / private housing environment or construction arena. i.e. contributing to the delivery of housing / construction projects / property market sales / land &amp; property acquisitions.</p> <p style="text-align: center;"><b>OR</b></p> <p>At least five years previous experience (within the last 8) of working in the Development Department of a Housing Association / Private/Public Sector Property Development Team with demonstrable experience of being a key development person within the team, directly contributing to delivery of social housing.</p>
2	Demonstrable ability to communicate effectively with a range of stakeholders using both written and verbal correspondence.
3	Development project management experience with demonstrable ability to meet targets in relation to specification, timeline and budget with the ability to work on a range of projects simultaneously.
4	Computer literate with demonstrable experience of spreadsheets and knowledge of cash flows and economic appraisals.
5	Understanding of drawings and contract documentation.
6	A current full driving licence and access to a suitable form of transport* (*where an applicant indicates that a disability prohibits them from driving, this criterion will be waived at the shortlisting stage. In such circumstances, consideration will be given in any subsequent offer of appointment to suitable alternative arrangements that the candidate may be able to put in place that would enable them to meet the travel requirements for the post).

<b>DESIRABLE CRITERIA (demonstrate on application form)</b>	
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1	Experience of NEC Contracts/framework contracts.
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<b>SPECIALIST KNOWLEDGE (tested at interview)</b>	
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	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills with the ability to read maps, drawings and appraise contract documents and comment on same.</li> </ul>
	<ul style="list-style-type: none"> <li>• Understanding of the building/development process.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work under pressure, meet deadlines through effective organisation, multi-tasking and prioritising.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to project manage, be accountable and make recommendations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work well within a team.</li> </ul>

**Please note:**

- Applicants will be required to provide confirmation of relevant qualifications / memberships.
- Successful applicants may be required to complete a Basic Disclosure Check. Having a criminal conviction will not necessarily debar an applicant from working with the Association. Disclosure information will be handled in line with the Access NI Code of Practice and the Rehabilitation of Offenders (NI) Order 1978.
- The Association reserves the right to shortlist on the desirable criteria if necessary.

## CORE COMPETENCIES

At Radius, we put our customers at the centre of all we do. The overall purpose of the Association is to make a positive difference by providing homes, support and care for people, building neighbourhoods and empowering communities. Our values are aligned to this and focus us on what we are about. The behaviours we want our employees to have are outlined below and will help us deliver a quality service to our customers.

Competency	Definition
 Setting Direction  <b>Change and Continuous Improvement</b>	<p>Radius employees will have initiative, be innovative and seek out opportunities to create effective change. They will learn from what has worked as well as what has not, being open to change and improvement and working in 'smarter' more focused ways.</p> <p>For leaders, it is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions.</p>
 Setting Direction  <b>Leading and communicating</b>	<p>Radius employees will have pride and show enthusiasm for the services they provide, communicating purpose and direction with clarity and openness. They will support the principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and future vision; managing and engaging with people in a straightforward, truthful, and open way.</p>
 Delivering Results  <b>Managing Performance</b>	<p>Radius employees will have a focus on delivering timely performance, taking responsibility and accountability for quality outcomes. They will work to agreed goals and activities, and deal with challenges in a responsive and constructive way.</p> <p>For leaders, it is about setting clear, aligned performance goals and objectives for self, others and the organisation.</p>
 Delivering Results  <b>Customer Focus</b>	<p>Radius employees will establish the needs of customers and strive to ensure that these are met. They will understand the needs and expectations of customers to enable the effective delivery and development of an appropriate quality service which exceeds customer expectations.</p> <p>For leaders it is about seeking feedback, involving customers and consulting broadly on customer needs</p>
 Engaging People  <b>Working with Others</b>	<p>Radius employees will work collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues.</p> <p>For leaders it is about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.</p>
 Engaging People  <b>Valuing Equality and Diversity</b>	<p>Radius employees will treat everyone with professional and personal respect, behaving ethically and with integrity and promoting fairness and recognising the value of diversity.</p> <p>For leaders it is about creating a work culture and practices that recognise, respect, and value diversity for the benefit of the association.</p>