

**Job Description**

**1.** **JOB DETAILS**

**Job Title:** Development Officer

**Location:** Edinburgh

**Team/Directorate:** Property Services /Customer Services

**Responsible To:** Development Project Manager

**Responsible For:**

# 2. JOB PURPOSE

Responsible for managing Affordable Housing development and major refurbishment projects from site start to project completion, ensuring that properties are developed in compliance with Scottish Government Grant conditions and the Association’s required standards. Responsible for assisting the in the development of project briefs and specifications.

### 3. KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist on the delivery of new build development opportunities in line with the Association’s agreed Development Strategy.
2. Assist on the delivery of major refurbishment projects in line with the Association’s agreed Asset Management Strategy with particular focus on the modernisation of the Association’s housing for older people.
3. Manage on site projects and ensure completion of allocated projects on time, within budget, to agreed specification and achieve high levels of customer satisfaction.
4. Engage with Local Authorities and Scottish Government funding units in relation to strategic investment in new build housing. Assist in preparing submissions for development projects in Local Authority Strategic Housing Investment Plans (SHIPS).
5. Assist senior staff in the assessment of project viability by collating all necessary information for running financial appraisals.Prepare and make on-line HARP submissions to Scottish Government.
6. Assist senior staff in option appraisals and project scoping for new build and major refurbishment projects.
7. Ensure that new developments take account of SHQS, EESSH and other obligations (H&S) to ensure the housing stock complies with legislative and regulatory obligations.
8. Engage the services of appropriate consultants and contractors in line with the Association’s Procurement Policy and Strategy.
9. Work closely with the Development Project Manager and Strategic Asset Projects Manager to ensure that knowledge of ongoing Development and Major Refurbishment work and negotiations with others is shared and reported on regularly to Heads of Service/SMT/Board and other relevant Departments.
10. Act as an ambassador of the Group developing potential for new business opportunities and increasing the Group’s profile and networks within the sector.
11. Work in partnership with Business Improvement Team, support and assist where relevant new build related public relations (PR) activities, including preparing press releases, intranet updates, award submissions, official openings, and other activities.

**3.2 Key Performance Indicators**

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| --- | --- |
| **Key Performance Area** | **Measure** |
| Site Starts  Completions | Number/ % age of starts against annual target –  Number/ % age of units completed against annual target - |
| Contract compliance | % of projects completed on time  % of projects completed within costs approved at tender stage |
| Time to reach Final Account | % age achieved within 6 months of contract end |
| Meeting EESSH | % of new properties with EPC pass rates to satisfy EESSH requirements |
| Tenant satisfaction – new home  Tenant satisfaction – estate | % satisfaction  % satisfaction |

# 3.3 Key Contacts – Internal & External

1. Senior Management Team
2. Cairn team members at all levels in all Departments
3. Tenants, Community Groups, Owners and Factored Residents
4. Local Authorities
5. Scottish Government Funding Units
6. Housing Association Partners
7. Highland Housing Alliance
8. Contractors
9. Consultants
10. Solicitors

# 3.4 Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
* Comply with safe working practices as defined by Cairn Housing Group
* Complete online training as and when required
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.5 General

* Be aware of and adhere to Cairn Housing Group policies at all times
* Take part in progress/performance reviews throughout the year
* Cooperate with other Cairn Housing Group departments
* Attend training courses and complete online training modules as required to meet the requirements of the post
* Take responsibility for own personal development, seeking out opportunities to learn new skills
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

**3.6 Other**

* Apply the Cairn Housing Group values and behaviours to every aspect of the role at all times
* Promote and maintain the brand standards of Cairn Housing Group

**DEVELOPMENT OFFICER**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training | * Educated to HND level or other relevant Housing or Property related professional qualification or 3 years relevant experience. | Educated to degree level |
| Experience | * Experience of effectively managing a variety of construction projects from inception to completion * Significant experience of Housing Association Development processes and grants procedures * Experience of working with Local Authorities and Scottish Government * Knowledge of UK and EU procurement processes and implementation of framework agreements with regard to services, contractors and consultants * Experience of managing development or construction related contracts to budget and agreed timescales * Experience of project managing a multi-skilled design team including chairing and contributing within teams. | Experience of handling groups/committees.  Experience of briefing and appointing consultants and contractors including contract responsibilities and supervision. |
| Knowledge | * Working knowledge of the technical aspects of housing construction and development process. * Highly proficient user of Microsoft Office tools. * Working knowledge of standard building contracts. * Good working knowledge of affordable housing design principles and current guidance such as Housing for Varying Needs and Secured by Design. * Awareness of Planning process and Building Standards. | Knowledge of the Scottish Housing regulators Performance Standards.  Knowledge of current issues and legislation affecting the housing movement.  Knowledge of Scottish Government HARP system. |
| Skills | * Skilled in interpreting complex design, technical and specification requirements for new build developments. * Ability to create and maintain good working relationships with colleagues at all levels in the organisation and to work as part of a team. * Proven track record of project management and delivery of a range of new build projects. * Ability to effectively apply recognised project management, planning and control tools and techniques, across a range of new build projects. * Ability to carry out financial appraisals and feasibilities of new build projects, using Microsoft Excel or equivalent spreadsheet software. * Ability to communicate complex and varied issues effectively, accurately and articulately both verbally and in writing. * Ability to communicate with internal and external stakeholders in the appropriate style. * Ability to work unsupervised and plan and prioritise workload. * A customer-focused approach and a commitment to Association values. |  |
| Personal attributes | * Teamwork – ability to co-operate with others * Compliance – adheres to policies and/or procedures and seeks approval from the appropriate authority before making changes. * Decisiveness – ability to make decisions, render judgements, take action or commit oneself * Oral Communication – expresses thoughts convincingly and effectively using appropriate verbal and non-verbal behaviour to reinforce the content of the message. * Written Communication – ability to express thought in writing in a grammatically correct, well organised and structured manner. |  |
| Additional requirements | * Willingness to travel to attend site visits and meetings, as required. * Full driving license and access to a vehicle. * Flexible to work out with office hours and willingness to travel to attend site visits and meetings, as required. |  |

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

**Post Holders Signature: Date:**

**Managers Signature: Date:**