

Job Description

Job Title: Development Officer

Reporting to: Development Delivery Manager

Accountable for: N/A

Purpose: To support the delivery of the Company's development and growth function through the acquisition and development of land sites and homes for a variety of end users and tenure types

Duties and Responsibilities:

- Responsible for the delivery of individual development projects and schemes to meet the objectives of the Company's Development Strategy. These may include general needs, shared ownership, older persons schemes.
- Ensure technical defects and complaints are fully investigated and progressed as required, including liaising with customers, contractors and developers to agree a course of action and timescales for satisfactory resolution of the defect or complaint.
- Identify and evaluate new development opportunities meeting proven housing, commercial needs and associated viability criteria.
- Lead the delivery of individual development schemes including consulting with stakeholders, developing design briefs, securing planning permission, procuring professional advisors and contractors, entering into a suitable form of build contract, monitoring site progress, maintaining auditable scheme records, approving payments and post-scheme evaluation.
- Ensure that developments are considered within a robust risk assessment framework and recorded as appropriate within the Group's risk management framework.
- Support the Development Delivery Manager in the preparation of capital budgets ensuring effective Development delivery can be achieved within appropriate timescales.
- Ensure that all relevant legislation and regulations are considered and meet client obligations in the delivery of development projects.
- Monitor development project budgets to ensure that schemes are contained within agreed tolerances and escalate any concerns at the earliest opportunity to the Development Delivery Manager or Director of Development and Regeneration.
- Ensure that development projects comply with both the Company's internal requirements and those of Homes England and other relevant funding bodies.

- Ensure development contracts are delivered on time and to the required standards, prior to certifying works for payment.
- Ensure that all contract administration is carried out in a compliant and timely way with supplier performance reviews, reports and meetings clearly documented and recorded.
- Responsible for ensuring effective service provision and value for money is achieved through development schemes and evidenced through appropriate KPIs.
- Ensure mechanisms are in place for obtaining detailed feedback from customers on development schemes, producing reports that demonstrate performance and subsequent learning for improvement.
- Keep up to date with local and national developments in housing development.

General Obligations – All employees:

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge
- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients and customers
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*)
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within the Group.