

we are aspire



Person Specification: Development Officer			
	Requirement	Essential (E) or Desirable (D)	Assessed by
Qualifications or training	• HNC/HND or equivalent appropriate building qualification in design, building or construction	D	A/C
	• Relevant professional qualification in discipline covering design, building and construction e.g. MRICS, MCIOB	D	A/C
	• Evidence of continuing professional development	E	A
Experience	• Minimum of 3 years' experience of working in property services or construction industries	E	A/I
	• Demonstrable experience of managing delivery of new build developments and acquisition/refurbishment projects	E	A/I
	• Experience of maintaining accurate records ensuring that relevant paperwork and data systems are completed with the correct information and auditable	E	A/I
	• Experience of analysing data and preparing reports	E	A
	• Experience of project management and project control techniques	E	A
	• Experience of managing relationships with external agencies and procuring/managing professional service providers	E	A
Knowledge ,Skills and	• Demonstrable IT skills, particularly in Microsoft Word and Excel	E	A

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Person Specification: Development Officer			
Abilities	<ul style="list-style-type: none"> Knowledge and understanding of residential property development, including financial appraisal either bespoke or SDS Proval and Sequel, and the associated regulatory, statutory and legislative requirements 	E	A/I
	<ul style="list-style-type: none"> Knowledge and application of the Homes England's Investment Management System (IMS) 	D	A/I
	<ul style="list-style-type: none"> Able to collage and interpret technical data to provide trend analysis and potential for improved performance 	E	A/I
	<ul style="list-style-type: none"> Understands the relevance of continuous improvement 	E	A
	<ul style="list-style-type: none"> Able to work on own initiative and within a team 	E	A
	<ul style="list-style-type: none"> Excellent communication, both written and verbal 	E	A
	<ul style="list-style-type: none"> Strong interpersonal and influencing skills, with customer liaison/ consultation experience 	E	A
	<ul style="list-style-type: none"> Highly numerate and IT literate 	E	A/I
	<ul style="list-style-type: none"> Understands risk management and able to assess risk 	E	A
	<ul style="list-style-type: none"> Demonstrates a strong commitment to equality and diversity 		
Other	<ul style="list-style-type: none"> May be required from time to time to attend evening meetings 	D	A
	<ul style="list-style-type: none"> Hold a current UK driving licence or equivalent 	E	A

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Person Specification: Development Officer			
	• Able to fully access buildings, rough ground in order to carry out role	E	A
	• Ability to travel out of area to evaluate potential contractors/consultants	E	A

Assessment Methods Key

Application (A)
Certificates (C)
Interview (I)

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