

**JOB PROFILE:** DevelopmentOfficer

**RESPONSIBLE TO:** Development Manager

**PURPOSE:** To support the delivery of new homes for Teign Housing, primarily affordable rent or shared ownership but potentially also including homes for open market sale.

Working on projects in Teignbridge and across South Devon, assisting the Project Manager and Development Manager delivering new schemes on time and to budget to ensure implementation of the development programme. Providing administrative support to the Development Team.

To work within the Company’s Equality and Diversity Policy, Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**CONTACTS:** Daily contact with other Teign Housing staff, tenants and leaseholders. The postholder will build up good working relationships with key external contacts including house builder and local authority partners.

**KEY ACHIEVEMENT AREAS:**

**PROJECT WORK**

1. Assist with the delivery of Teign Housing’s annual development programme on target, within budget and in line with pre-determined key performance indicators and agreed standards
2. Implement and comply with development policies and procedures.
3. Assist the Development Manager and Project Manager with the identification and purchase of suitable land and properties for development purposes.
4. Assist with the procurement of the consultants and contractors who will support the delivery of the development programme.
5. Assist with the management of all aspects of the development process including technical, planning, quality and design issues to ensure compliance with the Teign Housing’s design brief and general requirements.
6. Work with the Project Manager and Clerk of Works to oversee the implementation and satisfactory completion of construction works including attendance at site meetings when required.
7. Liaise with Housing Management and Asset staff regarding the technical aspects of new developments, including design, housing mix and handover procedures.
8. Arrange promotional events and articles and organise site visits for staff, board members and stakeholders

**ADMINISTRATION**

 **1.** Ensure comprehensive development scheme files are maintained and relevant databases updated including the Asset Management team stock condition database.

**2.**  Help to maintain the necessary information and record systems required to monitor development progress and performance.

**3.**  Ensure orders are managed and development related invoices including contractor payments are processed appropriately.

**4.** Provide information to key stakeholders including ‘Partnerships South West’ and submit scheme data on the HCA Information Management System (IMS).

**5.** Provide support to the lettings and house sales administration process leading up to and at handover of completed homes. Monitor and manage contractors dealing with defects and ensure inspections are arranged at the end of the 12 months defects liability period.

**6.** Organise and arrange meetings and appointments for the Development team, ensuring administration support is available for internal and external meetings (minute taking, meeting facilities etc.).

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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| No job profile can cover every issue, which may arise within the post at various times and the jobholder is expected to carry out other duties requested by the Head of Asset Management, Development, Development Manager and Project Manager from time to time. |

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………