

**PERSON SPECIFICATION:**

**Development Officer**

|  |  |  |
| --- | --- | --- |
| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** | Good standard of general education. | Educated to degree level  Housing or development/ construction related qualification or relevant training. |
| **Experience** | Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn | Previously worked in a property development related role  Familiarity with social housing policy, standards and regulation in relation to developing new homes  Previous use of SDS Proval and/or Homes England Information Management System (IMS) |
| **Knowledge, Skills & Abilities** | Highly developed interpersonal and communication skills with people at all levels.  Flexible and able to work individually and as part of a customer focused team.  Able to deal in an effective and professional manner with colleagues and external business contacts.  Able to plan and manage own workload to meet deadlines.  High levels of accuracy and attention to detail.  Ability to interpret complex information.  To provide the best possible service to customers and tenants of the company for the delivery of new affordable homes  Willing to work outside normal working hours if required.  Can drive with own vehicle  Self-motivated and confident.  Ability to work within a busy pressured environment.  Able to demonstrate ability to manage and conclude tasks  Ability to identify own skill gaps and request training where required |  |