



Junior Development Officer

Responsible to: Regional Development Manager

Purpose of Post: To assist the Regional Development Manager in the delivery of a programme of new homes in line with Hastoe's business plan and within cost limits and timescales, and to provide effective administration and support services to the West Regional Development Team.

Salary: £28,150 - £31,040 per annum, plus £3K car allowance.

Key Duties and Responsibilities:

- Assist the Regional Development Manager to inspect and appraise new development schemes in line with the Group's development programme.
- Assist the Regional Development Manager to prepare land and s106 bids.
- Provide support to the West Regional Development team to monitor the development programme with respect to budget and timetable and maintain local records, diary management for the team – arranging meetings.
- Secure planning permissions and other statutory approvals for new projects.
- To maintain local files, organising/improving filing systems, collating key documents, legal files, setting up new files. Ensure that all information required for key document files are collated.
- Compile, collate and process a variety of statistical information including satisfaction surveys, collation of results, monitor the reporting of defects to contractors.
- Appoint consultants and professional services to ensure new projects are appropriately managed.
- Brief consultants and contractors in accordance with the Group's design standards and coordinate the activities of consultants/contractors and others during the acquisition and development of sites and buildings.
- Recommending, tendering and negotiating the appointment of consultants and contractors.

- Prepare invoice payments – checking, preparing, chasing and filing.
- Monitor the progress of building works and oversee consultants, clerks of works and others to ensure that completed projects meet the required standards and timetables, remain within budget and meet those requirements under building contracts.
- Work with the regional development manager and programme manager in the bidding and negotiating of grant funding and progressing schemes through the HCA IMS system.
- Liaise with the Regional Development team to ensure the region's list of contractors and consultants is up to date.
- Liaise with the Sales team to ensure schemes are built to an appropriate specification and that appropriate marketing material is made available.
- Complying with Standing Orders and financial regulations and undertaking internal liaison with all other sections and departments within Hastoe.
- Liaising with both housing management and property service sections of Hastoe to ensure that their requirements are met and that all changes to specification and /or timetables are agreed by all parties and comply with procedures.
- Assist in the coordination of PR events and scheme openings for newly developed homes.
- To carry out other duties as may be reasonably assigned from time to time, such duties to be compatible with the level of this job description.

Organisational

- Act at all times within Hastoe Group's rules, policies, procedures, standing orders and financial regulations.
- Support the development and implementation of the Greening Hastoe policy and strategy to support environmental responsibility.
- Comply and promote the Organisation's Equal Opportunities and Diversity policies.
- Uphold the Group's values, policies and practices in respect of equality, diversity and inclusion, and act as a champion for these in all dealings with colleagues, customers, partners and other stakeholders.
- Understand and comply with the organisation's health and safety policies and practices and ensure that these are administered in area of responsibility.
- Comply with and support the organisation's Anti-Fraud and Anti-Money-Laundering Policies.

- Participate in agreed training in all areas of the organisation's work,

Person Specification

including e-learning and attendance at internal and external courses.

Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to 'A' Level standard or equivalent • Willing to pursue training and development activities as required 	<ul style="list-style-type: none"> • Educated to degree level or equivalent • A construction related qualification
Skills and Experience	<ul style="list-style-type: none"> • Previous experience of working within the building sector, with a thorough knowledge of the related regulations and legislation • Experience of negotiating with land owners, agents and developers to acquire land and new homes and build contracts. • Experience of negotiating legal contracts in relation to development; S106, S38, S104 , Nomination agreements etc. • Previous administration experience • Excellent communication skills, both verbal and written • Meeting budgets and deadlines • Able to analyse information and make decisions and recommendations • Experience of Using Microsoft Office Including Word and Excel to an intermediate level. 	<ul style="list-style-type: none"> • Good presentation skills • Well-developed IT skills • Well-developed negotiating and influencing skills • Experience of developing rural schemes.
Personal Attributes	<ul style="list-style-type: none"> • Understanding of and interest in the housing development field • Self-motivated to complete tasks/projects and to work to high standards • Able to build and maintain good working relationships with a range of people • Flexible approach to overcoming obstacles and opposition 	<ul style="list-style-type: none"> • Ability to engender confidence in others by leadership and problem solving skills • Empathy with the aims of the social housing sector and Hastoe

	<ul style="list-style-type: none"> • Understanding of and commitment to achieving Equal Opportunities in relation to staff management and service delivery 	Housing Association
Personal Circumstances	<ul style="list-style-type: none"> • Able to undertake the necessary travel throughout the relevant region. • Able to visit and inspect construction sites • A valid UK driving licence • Able to work outside of normal office hours 	

Core Competencies

Competency	Level	Description
Customer Orientation	3	<ul style="list-style-type: none"> • Regularly checks with customers that the service meets their requirements. • Takes ownership of customer problems and sees them through to resolution • Tries to anticipate customer needs and negotiate any necessary changes. • Can adapt customer service to suit the diverse circumstances and needs of different customers • Can take responsibility for customer issues beyond own are of responsibility • Can deal effectively with very difficult customers and achieve a win-win solution.
Communication	4	<ul style="list-style-type: none"> • Can develop relevant communications strategies to improve team/departmental performance • Is a role model for effective and credible communication • Creates an environment where others are encouraged and enabled to communicate effectively • Can translate strategy into clear messages, easily understood at all levels • Is skilled at presenting issues regardless of language, cultural or other differences, pitching to the level of detail required. • Skilled at listening to the arguments of others, and then able to reflect the diversity of interests in complex negotiations
Team Working	3	<ul style="list-style-type: none"> • Encourages team members to support and help each other in achieving team goals. • Able to demonstrate the importance of working well with service partners in other departments. • Helps others to identify and resolve conflicts within and between groups effectively. • Capable of demonstrating flexibility of priorities to ensure the whole team succeeds in its objective • Sensitive to team dynamics and able to deal effectively with variety of behaviours and views.

Personal Effectiveness	3	<ul style="list-style-type: none"> • Ability to act on own initiative and handle problems with minimal guidance. • Looks for and innovates new, more effective approaches to the work • Self-aware - able to identify own strengths and weaknesses. • Can identify the main components of a more complex problem and make appropriate decisions. • Able to prioritise work effectively and make time for planning.
Results Focus	4	<ul style="list-style-type: none"> • Able to contribute to development and delivery of departmental and corporate goals. • Displays perseverance to achieve results for the wider benefit of Hastoe . • Can use analytical skills in a wide variety of business situations to achieve higher quality results • Will explore, identify and achieve new ways to meet difficult objectives. • Can use understanding of housing initiatives and their potential impact on Hastoe to the benefit of the association. • Can develop and implement change effectively to achieve business goals.