



## Job Description

**Job title:** Development Officer

**Responsible to:** Regional Development Manager

**Purpose of the 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.

**Key areas of responsibility:**

1. Assist the Regional Development Manager to inspect and appraise new development schemes in line with the Hastoe's development programme.
2. Prepare land and s106 bids for new development opportunities.
3. Appoint and coordinate consultants and professional services to ensure new projects are appropriately managed.
4. Appoint and coordinate developers and contractors for new construction projects.
5. Raise purchase orders and submit invoices for payment.
6. Monitor development projects to ensure they are delivered to programme and within budget.
7. Maintain scheme files and collate key project documents for compliance, audit and funding purposes.
8. Brief consultants and contractors in accordance with the Hastoe New Build Standard.
9. Arrange and attend meetings with Parish Councils and public consultation events for new projects.
10. Assist in securing planning permissions and other statutory approvals for new projects.
11. Monitor the progress of construction works in conjunction with the Clerk of Works and oversee consultants and others to ensure that completed projects achieve the required programme, cost and quality outcomes.
12. Ensure Client duties are performed under the Construction (Design & Management) Regulations 2015 where applicable.



13. Work with the Regional Development Manager and Programme Manager in bidding and claiming grant funding from Homes England and Local Authorities.
14. Liaise with internal teams to ensure they support new developments proposed and are kept informed of project progress.
15. 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 responsibilities:**

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

This job description is an accurate reflection of the duties of the post at the time of writing but may be changed from time to time to meet the changing requirements of Hastoe.



## Person specification

Attributes	Essential	Desirable
<b>Education and training</b>	<ul style="list-style-type: none"><li>• Educated to 'A' Level standard or equivalent.</li><li>• Willing to pursue training and further professional development as required.</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent.</li><li>• A construction related qualification.</li></ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>• Experience of negotiating the acquisition of land and new homes.</li><li>• Experience of managing development projects.</li><li>• Excellent administration skills.</li><li>• Excellent communication skills, both verbal and written.</li><li>• Able to work to budgets and deadlines.</li><li>• Able to analyse information and make decisions and recommendations.</li><li>• Proficient in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint).</li></ul>	<ul style="list-style-type: none"><li>• Good presentation skills.</li><li>• Advanced level IT skills.</li><li>• Advanced negotiation and influencing skills.</li><li>• Experience of developing rural schemes.</li><li>• Experience of negotiating legal contracts.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• <b>Customer Inspired:</b> A positive approach to customer service (for both internal and external customers).</li><li>• <b>Open and Transparent:</b> Able to listen, learn and improve.</li><li>• <b>Professional:</b> Able to take ownership of your actions and cope well under pressure.</li><li>• <b>Passionate:</b> Able to go the extra mile to find solutions and meet deadlines.</li><li>• <b>Enterprising:</b> Willing to seek new learning experiences.</li><li>• Interest in the housing development field.</li><li>• Self-motivated to complete tasks/projects and to work to high standards.</li><li>• Able to build and maintain good working relationships with a range of people.</li><li>• Flexible approach to overcoming obstacles and opposition.</li></ul>	<ul style="list-style-type: none"><li>• Ability to engender confidence in others by leadership and problem solving skills.</li><li>• Empathy with the aims of the social housing sector and Hastoe Housing Association.</li></ul>



	<ul style="list-style-type: none"><li>• Understanding of and commitment to achieving Equal Opportunities.</li></ul>	
<b>Personal Circumstances</b>	<ul style="list-style-type: none"><li>• Able to undertake the necessary travel throughout the East region.</li><li>• Able to visit and inspect construction sites.</li><li>• A valid UK driving licence.</li><li>• Able to work outside of normal office hours as required.</li></ul>	