



## Job Description

**Job title:** Development Manager

**Responsible to:** Head of Development

**Purpose of the post:** To assist the Head of Development in the delivery of a programme of new homes in line with Hastoe's business plan and within cost limits and timescales.

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### Key areas of responsibility:

1. Inspecting and appraising new development schemes in line with the Group's development programme.
2. Working with the Head of Development and programme management team to prepare land and package bids.
3. Preparing development management proposals for key stakeholders and partners.
4. Securing planning permissions and other statutory approvals for new projects.
5. Appointing and briefing consultants and professional services to ensure new projects are appropriately managed during the acquisition and development of sites.
6. Ensuring Hastoe fulfils its duties as Client under the Construction (Design & Management) Regulations and Building Safety Act where applicable on individual projects.
7. Recommending, tendering and negotiating the appointment of contractors.
8. Monitoring the progress of building works and overseeing consultants, clerks of works and others to ensure that completed projects meet the required standards, timetables and remain within budget, and those requirements under building contracts are met.
9. Working with the Programme & Compliance Manager in the bidding and negotiating grant funding, plus ensuring funding milestones are achieved.



10. Preparing and creating formal and informal presentations to local authorities, parish councils, landowners and others to promote the Group, maintaining contacts and obtaining new business opportunities.
11. Liaising with the Sales team to ensure schemes are built to an appropriate specification and that appropriate marketing material is made available.
12. Complying with Standing Orders and Financial Regulations and undertaking internal liaison with all other sections and departments within Hastoe.
13. 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 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> </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>• Previous experience of working within the building sector, with a thorough knowledge of the related regulations and legislation.</li> <li>• Minimum 5 years experience of developing schemes (rural schemes desirable).</li> <li>• Experience of negotiating with land owners, agents and developers to acquire land and new homes and build contracts.</li> <li>• Experience of obtaining planning permissions and negotiating legal contracts in relation to development; S106, S38, S104, Nomination Agreements etc.</li> <li>• Experience of contract management.</li> <li>• Experience of the Homes England funding regime.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Meeting budgets and deadlines.</li> <li>• Able to analyse information and make decisions and recommendations.</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• Good presentation skills.</li> <li>• Well-developed IT skills.</li> <li>• Well-developed negotiating and influencing skills.</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>• Understanding of and interest in the housing development field.</li> <li>• Able to use own initiative and work with minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to instil confidence in others by utilising leadership and problem-solving skills.</li> <li>• Ability to demonstrate empathy whilst balancing the aims and objectives of the social housing sector and Hastoe Housing Association.</li> </ul>



	<ul style="list-style-type: none"><li>• Able to build and maintain good working relationships with a range of people.</li><li>• Flexible approach to overcoming obstacles and opposition.</li><li>• Understanding of and commitment to achieving Equal Opportunities in relation to staff management and service delivery.</li></ul>	
<b>Personal Circumstances</b>	<ul style="list-style-type: none"><li>• Able to undertake the necessary travel throughout the relevant 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 on an infrequent basis.</li></ul>	