

**Job Description**

**Job Title:** Development Officer

**Salary Grade:** Grade 6

**SCP:** 22 - 25

**Job Family:** Organisational Support

**Job Profile:** OS3

**Directorate:** Neighbourhood Directorate

**Work Environment:** Agile

**Reports to:** Housing Development Manager

**Number of Reports:** 0

**Purpose:**

* Support the Development Manager in the delivery of the Council’s Housing Development Programme
* Ensure effective project management of all new build and refurbishment contracts
* Support the Development Manager to ensure delivery of current development projects and maintain a pipeline of viable housing schemes
* Support and promote the development of a Development Programme which delivers high quality housing and meets current and future housing needs

**Main Duties and Responsibilities**

* Support the Development Manager to deliver Council’s Housing Development Programme of new build construction projects from inception to ‘hand over’ to the Council’s housing management function
* Assist in the identification and appraisal of pipeline projects, including identifying development opportunities which meet the Council’s financial viability and build quality criteria in accordance with our Housing Delivery and Investment Plan
* Support the completion of feasibility studies, viability studies and appraisals regard potential housing opportunities
* Support the development of risk assessments for all new sites, existing opportunities and potential opportunities
* Assist in the monitoring budgets, specifications, drawings and schedules of work for housing projects
* Submit and manage funding bids to Homes England via their Investment Management System (IMS)
* Represent the Council, and ensure all funding requirements as outlined by Homes England are met, in line with the funding requirements and timescales
* Draft and present competitive proposals that satisfy the requirements of the Council and Homes England in relation to; tenure, size, demand, product, letting ability and innovation
* Lead the selection of consultants and contractors through a range of contractual and procurement mechanisms
* Contribute to the development, implementation and review of policies and procedures, to enhance service delivery and increase customer satisfaction
* Manage all projects efficiently and ensure financial risk is negated and profitability achieved
* Consult with stakeholders as required on matters relating to development and regeneration
* Support the Technical Officer in the preparation of design solutions, specifications, bills of quantities, drawings and all other contract and tender documents for contractors and consultants for related projects
* Lead Design Team Meetings consisting of land, design, technical, commercial and construction professionals, relevant external consultants and internal officers
* Maintain risk registers regards all housing programmes and ensure risks are managed appropriately
* Maintaining files to support service improvements and regulatory inspections
* Promote the interests of the Council with developers, consultants, local authorities and other partners concerning development opportunities
* To undertake such other duties and responsibilities commensurate with the grading and nature of the post
* Monitor the cash requirements of the development programme, ensuring forecasts are accurate, up to date and timely and provide reports to the Development Manager as required
* Assisting with monitoring project budgets in compliance with SCC Financial Regulations
* Assist with managing grant allocations using Homes England Investment Management System (IMS)
* Contributing to the development, implementation and review of policies and procedures, to enhance service delivery and increase customer satisfaction
* Using appropriate skills to ensure that projects are managed successfully, efficiently and profitably
* Carry out consultations with stakeholders as required on matters relating to development and regeneration
* Contributing to the development, implementation and review of policies and procedures, to enhance service delivery and increase customer satisfaction
* Monitor and manage project risks
* Maintaining files to support project management, service improvements and regulatory inspections

To undertake such other duties and responsibilities commensurate with the grading and nature of the post

**Other Duties**

* Being flexible in approach to be able to deliver what is required within the remit of the post and grade.
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

Author

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