

FIRST CHOICE HOUSING ASSOCIATION LTD

JOB DESCRIPTION – DEVELOPMENT MANAGER

Responsible to: Director of Operations

Responsible for: Development Officers x 4

General Aims:

- To be responsible for the delivery of First Choice's approved Development Programme, from inception to completion including liaising with all partner agencies.
- Ensure the effective delivery of tendering and management of FCHA's development contractor processes.
- To assist in the development of the Company's Strategic Objectives.
- To be responsible for the Associations Asset Register information
- To be responsible for ensuring inclusion of Targeted Recruitment & Training and Community Benefits are included and monitored in all procurement contracts where applicable
- To be responsible for the management of all staff resources, quality standards and performance for all development contracts allocated.
- To ensure FCHA's Equality & Diversity Policy and other Development department related policies including the Health and Safety Policy are complied with when undertaking these duties.
- To Manage the integration of diverse activities within a multi discipline team

Key Achievement Areas:

1.0 Development

- 1.1 To be responsible for developing partnering arrangements and other contractual arrangements for FCHA's Contractors and consultants.
- 1.2 Responsible the management and development of the team e.g. Personal Development Reviews, Absence management etc.
- 1.3 Ensure that all development schemes are optimised for returns and value for money prior to submitting them for business case and planning approval.
- 1.4 Maintain awareness of the property market for each tenure type, changing conditions and assist with preparation of new funding programmes.
- 1.5 To be the key Association contact for all Development contracting and procurement activities.

- 1.6 Seek out, prioritise, negotiate, carry out feasibility studies and gain necessary approval for development opportunities that are consistent with and support the delivery of FCHA's Strategic Objectives and Business Plan.
- 1.7 To ensure all projects are coordinated with the management of the design teams and contractor appointed for new developments.
- 1.8 To ensure that all activities are carried out to the highest standards of integrity and professionalism in accordance with all policies and procedures of FCHA, the Welsh Assembly Government and all relevant legislation.
- 1.9 Ensure that developments are soundly established in terms of governance, legal structures, project delivery, risk management, evaluation and monitoring systems, and exit strategies prior to commencement.
- 1.10 Ensure that reporting systems are in place to monitor progress and cash flows of the Approved Development Programme and to monitor and report progress against budget/contract sums, quality standards and performance applicable to the contracts under management.
- 1.11 Ensure that Targeted Recruitment & Training and Community Benefit clauses are applied correctly and reporting is achieved on contracts where applicable and support and advice is given to contractors where necessary.
- 1.12 Accurately monitor and record all expenditure under the positions control, ensuring that all expenditure is accounted for in accordance with Standing Orders and Financial Regulations.
- 1.13 To approve and authorise expenditure including authorisation of BACS payments and Direct Debit files in accordance with Standing Orders and delegated authorities and that all contractual documents are sealed in accordance with policy.
- 1.14 Maintain awareness of emerging technology relevant to the role and consider integration within FCHA's scheme outline specification.

2.0 Strategic

- 2.1 To be responsible for the maintenance of the Associations Asset Register of all Assets, including associated Liabilities and Financial Commitments.
- 2.2 Assist the Director of Operations and others in developing strategic objectives, services, including preparation and control of departmental budgets.
- 2.3 Make a positive and creative contribution to policy formulation and ensure that all development policies and procedures are implemented, monitored and reviewed to meet internal and external requirements, best practice and relevant legislation.
- 2.4 Provide comprehensive strategic Asset Management Plan advice, which facilitates well maintained properties, good practice and enables the Company to achieve its objectives.

2.5 Develop and maintain effective working relationships with all work colleagues to ensure an integrated approach to working

3.0 Reporting

3.1 Provide Reports for FCHA Executive team, Board and Committees as required

3.2 Provide reports / returns for the Welsh Government as required.

4.0 Staffing

4.1 Lead and motivate, through line management of staff, to provide a professional and high quality service to customers.

5.0 General

5.1 Uphold the Association's Code of Conduct, and other policies, maintaining good working relationships and setting high personal standards

5.2 To undertake other duties as may be reasonably expected commensurate with the post and remuneration.