

FIRST CHOICE HOUSING ASSOCIATION LIMITED

JOB DESCRIPTION – DEVELOPMENT OFFICER

Responsible to: Director of Operations

General Aims: To develop supported accommodation for vulnerable individuals, according to individual needs, delivering the association's development programme.

1.0 DEVELOPMENT

- 1.1 To prepare social housing grant bids for local authorities for inclusion in their PDP's, to initiate the development of new projects, in conjunction with the Director of Operations
- 1.2 To liaise with the local authority commissioners to obtain a scheme brief and occupational therapist's reports.
- 1.3 To identify plots and properties, and obtain the agreement of the local authority and subsequently, where appropriate families and or advocates on location and suitability
- 1.4 To recommend, appoint and brief consultants and solicitors.
- 1.5 To undertake administration in relation to the role of development officer including reporting to Board and monitoring of property specification / design requirements considering feedback from the Technical Services Manager, tenants and Local Authority Commissioners.
- 1.6 To secure grant funding, by way of acquisition and tender scheme work submissions and subsequent grant claims to The Housing Directorate of Welsh Government.
- 1.7 To undertake acquisition and development work, from site identification to practical completion and final account, ensuring all documentation is provided by the contractor at handover and that development files and important documents files are complete.
- 1.8 To prepare and maintain scheme feasibilities, development budgets, cash flow forecasts, monitor spend on site and ensure drawdown of Social Housing Grant / Housing Finance Grant in accordance with WG timescales.
- 1.9 To notify the Director of Finance and IT at least two weeks in advance, using the appropriate form, when funding is required for property acquisition.
- 1.10 To update the property database following handover and advise all relevant departments of the date of acquisition and practical completion via the property handover form ensuring that the correct calculated rent is charged.

- 1.11 To provide regular communication to the local authority commissioner on scheme progress and dates, including site progress reports in prescribed format within five working days of each site meeting.
- 1.12 To ensure all schemes comply with Health and Safety requirements particularly the CDM Regulations incorporating client responsibilities.
- 1.13 To represent the Association at key stakeholder events and forums as required by the Director of Operations.

2.0 OTHER

- 2.1 Uphold the association's Code of Conduct and adhere to the Mode of Working, standing orders and policies and procedures setting high personal standards
- 2.2 To collate and provide performance management information to the Director of Finance and IT as required.
- 2.3 To identify and review risk to the association in all areas of work but specifically in relation to Development scheme risk analysis ensuring that exit strategies are implemented.
- 3.4 To operate to best practice legislation and guidelines issued by the Welsh Government and other statutory bodies and to operate within Consultants' Standard Forms of Engagement.
- 3.5 To adhere to the values of tenant participation, contributing, as appropriate, to the continuous development of the Associations Tenant Participation Strategy.
- 3.5 To undertake other duties as may be reasonably expected commensurate with the post and remuneration

Signed Postholder

Date

Signed Manager

Date