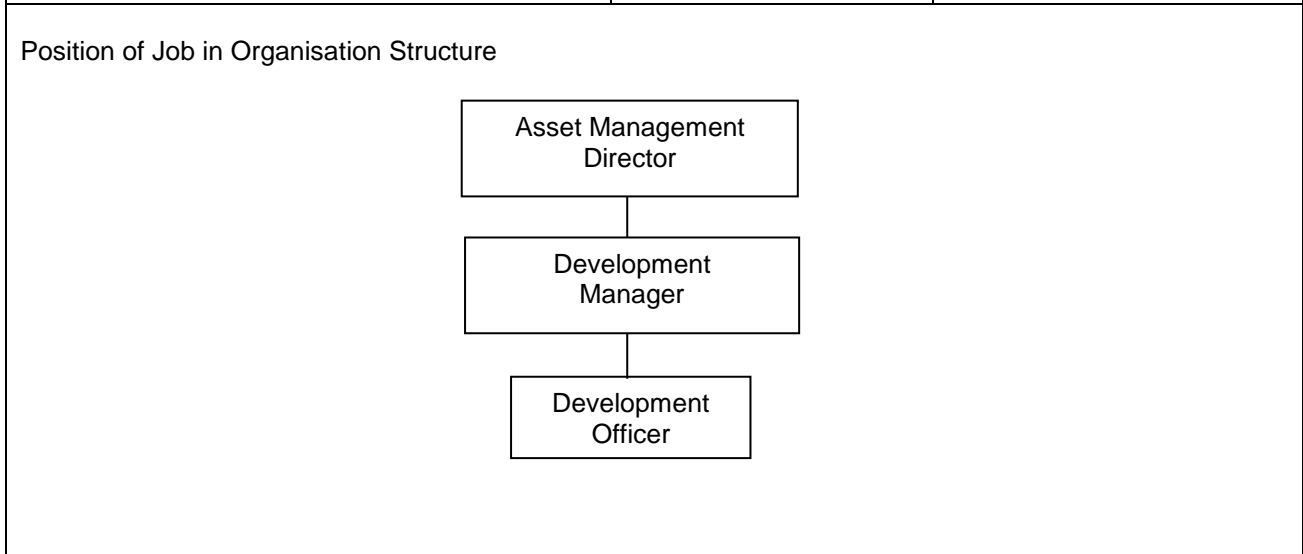


Job Title: Development Officer Division: Asset Management	Job Holder:	Grade/salary £29825 -£34,995 (Norm is to commence at bottom of scale.) + £990 p.a. essential car user allowance
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Main Purpose of the Job;

To assist with the delivery of the procurement of the Association’s property development, regeneration and maintenance programme, ensuring that there is a systematic and accountable approach that will achieve the most cost effective solution whilst maintaining the quality of our assets and services.

To manage the Association’s new build and regeneration programme on site ensuring delivery of projects on time and within budget.

Also to liaise closely with key stakeholders and other departments directly affected by the works carried out by the department.

Core responsibilities:	Key results/outcomes/impact
<ol style="list-style-type: none"> 1. to co-ordinate the preparation of designs and Tender documentation for development contracts and ensure that this takes account of all of the Association’s requirements, and all relevant legal, regulatory and other statutory obligations 2. to ensure that all Tenders are issued and returned in accordance with agreed programmes 3. to ensure that adequate consultation is carried out with all key stakeholders and other departments so that Tender documentation takes account of their requirements and expectations 4. to supervise new development contracts ensuring that contracts are completed on time, within budget and in compliance with the Association’s requirements as set out in the brief for the project and liaising with the Clerk of Works 5. to ensure that the performance of all Contractors and Consultants is monitored and reviewed against agreed targets and KPIs, and that the results are used to either take direct action in the event of unsatisfactory performance, or to inform decisions on their selection for subsequent contracts 	<ol style="list-style-type: none"> 1. improved quality of service to customers and compliance with legislation 2. works carried out on time, ensuring annual budgets are met 3. improved customer satisfaction 4. certainty of contract costs, timescales and quality of completed development 5. contracts are carried out by competent consultants and contractors who have the necessary skills and resources to complete the contract within

<p>6. to assist in the preparation and review of all policies and procedures relating to development contracts, ensuring consistency across the service, and that services are compliant with relevant legal, regulatory and statutory obligations including current Health & Safety legislation</p> <p>7. to behave in a manner consistent with organisational values and ensure commitment to customer focussed service and high quality</p> <p>8. to maintain links within business development department and with housing, finance and corporate services</p> <p>9. manage operational relationships with other RSLs and external agencies</p> <p>10. Assist the Development Manager in co-ordinating regeneration projects including community involvement including attending liaison meetings with residents/owners and other key partners</p>	<p>budgets and timescales</p> <p>6. policies and procedures represent best practice, customer needs and views, with implemented action where necessary to improve and deliver quality services</p> <p>7. team/individual performance and behaviour measured against personal development objectives which supports improvement in services and satisfaction amongst customers.</p> <p>8. close working relationships amongst teams and active sharing of information and timely action to requests from colleagues</p> <p>9. good working relationships developed with external agencies to support operational objectives</p> <p>10. close working relationships and improved quality of service to customers. Looking at innovation and energy performance</p>
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Accountability:

Budget:

Contract Management of Proportion of New Build Development Programme,
With overall value of approximately c £10m

People - N/A

Performance Indicators –

- Departmental Key Performance Indicators
- Budget control
- Defects
- Levels of customer satisfaction
- Operational objectives achieved

Responsible to: Development Manager

Responsible for: N/A

Key relationships with:

Internal:

Close working with Clerk of Works to ensure quality of completed developments

Close departmental working with Finance and Housing Officers and Scheme Managers to achieve

Caledonia's objectives/targets

Reporting to Development Manager

External:

Scottish Government
Local Authorities; Planning & Building Control
Emergency Services Liaison Personnel
Other RSLs/SFHA
Solicitors
Contractors
Consultants
Residents/tenants groups
Voluntary/community groups

Essential skills, experience and competences:

Knowledge: Construction Best Practice, Planning and Building Control Standards, British Standards and European Regulations; Maintenance implications of different methods and materials for construction; Obligations and requirements of building owners and landlords; Building costs to understand implications of instructions made on contracts; Standards of customer service

Successful experience: New build development construction and refurbishment. Detailed design and specification. Budgetary responsibility and control; Project or construction management; Performance management; Delivering a customer focussed service; Management of external contractors/consultants. Health & Safety legislation and CDM

Skills and competences: Effectively supervising quality of work on simultaneous projects; Effective communication, Dealing with contractors, consultants and other external agencies; Dealing with members of the public, Customers and other owners; IT skills to use housing maintenance database, spreadsheets etc

Other

Current driving licence to undertake travel in Tayside/West Dunbartonshire and Highlands for the needs of the job.

See person specification for desirable and essential criteria

Sign off (Business Development Director)..... Date

Specific targets agreed:

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Review date.....