



Role: Development Officer

Location: Phoenix House, Castle Street, Dublin

Reporting to: Senior Development Team Lead

Contract: 2 Year Fixed Term Contract

Salary: €37,925 - €50,964

Grade: Grade 3

Probation: 6 months

Hours: 39 hours per week over 5 days

Leave: 25 days

Pension: The post requires a valid driving licence and the use of a car for business purposes. Mileage Allowance Operates. Class 1 Insurance is required.

CVHA has been a leading provider of social housing in Ireland since 2006 and now manages and/ or owns approx. 1,700 homes in Dublin and surrounding counties. Currently employing 30+ staff, we have an ambitious growth programme in response to the need for more housing for those who cannot afford to provide their own. Our vision is to make a difference by providing quality housing to those in housing need.

Responsibilities/Duties

Overview

The core responsibilities of the position are to support the delivery of the annual development programme arising particularly from the Circle VHA Development Strategy 2018 – 2020. The role will involve assisting and leading as appropriate in the identification, assessment of new potential housing developments, and project management of new and existing business opportunities, utilising current and evolving sectoral funding mechanisms. The role will include project management of new developments and transactions. The Development Officer reports to the Senior Development Team Lead.

Main functions of the post:

Development Officer Role Responsibilities:

- To provide project and transaction management supports to the Senior Development Team Lead and Senior Management Team in the implementation of a housing development strategy as approved by the Board. This will entail liaising with relevant personnel in the Local Authority sector, with Developers, Estate Agents, Designers and Cost Consultants regarding the feasibility and progressions of housing development options.
- To assist with the identification of development sites and acquisition opportunities, preparing feasibility and economic appraisals for review and presentation to the Circle VHA Senior Management Team.
- Conduct property searches and property market availability reviews against key provision criteria to assist and lead as appropriate in overall and specific output strategies, such as Expressions of Interest or Call for Proposal announcement from Strategic Partner and Funding Agencies.
- Retain up to date data and surveillance on local constituent areas, and wider market trends in relation to property costs and availability, construction price indices, funding, planning applications and Developer/NAMA led site acquisitions, development proposals and disposals
- Advance acquisition, leasing, new build and turnkey schemes through ascertaining the end user profile and project parameters in consultation with Local Authorities and other key stakeholders.
- To administer and project manage assigned acquisitions and site developments, including representing the company in property appraisals and meetings with consultants and contractors as required.
- To prepare scope of work, brief and manage consultants on given projects, including Estate Agents, Surveyors, Solicitors and Design Team members.
- To assist in periodic reviews of Consultants admitted to the Circle VHA Consultant Procurement Framework
- To undertake, in conjunction with the Finance function, the completion of funding applications to Local Authorities, DHPLG and other statutory and non-statutory funders
- based on defined criteria and timescales.
- Represent the Company as a liaison with the Irish Council for Social Housing and other representative bodies in attendance at meetings and workings groups as appropriate.
- To ensure compliance, and due diligence undertaking completion, on new projects with the various statutory regulations in force, funding scheme technical specifics and standards, DHPLG memoranda and circular provisions, and EU public procurement requirements.
- Contributing to the effective delivery of a Quality Service through the formulation, development, review and proper implementation of policies and procedures and to keep abreast of changes in relevant legislation.
- To be aware of, and act in accordance with up to date Statutory Instruments, Building and Planning regulations, including Health & Safety Acts and the General Application Regulations of same.
- To assist in monitoring and reporting on capital expenditure, ensuring project and transaction development budgets are adhered to.
- To develop project budget forecasts and timescale projections as necessary on assigned project and transactions
- To represent the Company in negotiations to approved thresholds and delegated responsibility
- To produce periodic project updates and status reports for the Senior Development Team Lead and Senior Management Team as required.
- Administer duties, records and files to a high standard, ensuring contract procedures are adhered to at all times.

- To undertake any other occasional duties which are consistent with the responsibilities of the post as directed.
- This job description is not restrictive and will be subject to periodic review.

Education and Experience Requirements

- Relevant 3rd level qualification and at least 3 years' experience in a construction, development, surveying, property or housing environment is essential.
- Sectoral experience in provision of housing accommodation under Government Housing Policy as delivered through the Housing Agencies and Local Authorities, other Approved Housing Bodies would be a distinct advantage
- Knowledge and experience of project and transaction management principles would be a distinct advantage

Knowledge and Skills Requirements

- Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet.
- Knowledge of development processes, construction and contract procedures
- Knowledge and experience of conveyancing processes
- Knowledge of up to date building, planning and construction regulations.
- Ability to work well within a team environment
- High degree of efficiency and ability to self-direct
- Awareness of current housing policy and social issues.
- Full Clean Driving Licence

Contacts

- Circle VHA Senior Management Team
- Circle VHA Staff Team
- External agencies, e.g., ICSGH, DHPLG, Local authorities, Company Solicitors, Estate Agents, Design Team, Cost Consultants
- Tenants
- The post will require travel within Leinster

Key Competencies

- Excellent communication Skills
- Ability to use initiative
- Budgetary Monitoring & Control skills
- Ability to cope under pressure
- Time Management Skills
- Resourceful
- Organisational Skills
- Negotiation Skills
- Problem Solving Skills

- IT Skills [Word, Excel & PowerPoint]
- Communication Skills
- Brand integrity
- Willingness to work outside normal office hours on occasions such as attending lunchtime, evening & weekend meetings

