



Role: Head of Development

Location: Phoenix House, Castle Street, Dublin

Reporting to: Chief Executive

Contract: Permanent

Grade: Grade 5

Salary: €65,000 - €80,000

Probation: 6 months

Notice Period: minimum 3 months

Pension: Available at completion of Probation

Hours: 37.5 hours worked over 5 days

Leave: 25 days

Travel: The post requires a valid driving license and the use of a car for business purposes. Mileage Allowance Operates. Class 1 insurance required

CIRCLE has been a leading provider of social housing in Ireland since 2006 and now manages and/or owns over 1,800 homes in Dublin, Kildare, Meath, Waterford, Wexford, Cork, and surrounding counties. Currently employing 30+ staff, we have an ambitious growth programme in response to the need for more housing for those in housing need. Our vision is to make a difference by providing quality housing to those in housing need.

The Development Team have core responsibility in the identification of new business to execute the company development pipeline. Circle is a Tier 3 developing housing association, a member of the Irish Council for Social Housing and Housing Alliance, Housing Finance Agency qualified and intends to make a key contribution to the Rebuilding Ireland Programme 2020 and subsequent housing provision programmes.

Reporting to the Chief Executive, the Head of Development will be a member of the Leadership Team and lead the development team. With overall responsibility for the strategic development and performance of the function, the Head of Development will work collaboratively with the other Leadership Team members, statutory agencies, local authorities, housing providers and all key external and internal stakeholders to ensure Circle's vision is realised.

Role Overview:

The Head of Development is a key leadership role within the organisation, responsible for the strategic development and delivery of new business development pipeline in line with the vision and values of Circle, with a primary focus on new business, functional oversight, operational delivery and stakeholder relationship management. The Head of Development will ensure the development and delivery of the development goals for the company in the context of Circle's Strategic Plan.

Key responsibilities include but are not limited to:

Strategy & Leadership

- Member of Circle's Leadership Team (LT), contributing to the overall strategic direction and success of the organisation
- Contributing to Circle's Business Plan and Corporate Strategy
- Reporting to the Board and any designated Sub-Committees on all development and new business-related matters
- Development, delivery and review of Circle's new business development pipeline, including all new business additions and initiatives
- Inspiring colleagues to embrace and live the Circle values through your own actions and behaviours.
- Ensuring the ongoing delivery of the development function goals
- Working across the organisation to ensure all organisational goals are realized as part of the LT
- Manage the development function and new business strategies through the development and reporting of meaningful measures that are used to continuously improve the service to external and internal stakeholders
- Demonstrating excellent governance in the management of the development team in line with the policies and procedures of the organisation and as part of the Leadership Team

New Business Development Pipeline

- To strategically lead the annual development programme arising particularly from the Circle Strategic Plan and associated housing output targets.
- The position will represent the company in key activities in advancing pipeline activity and initiatives under the Rebuilding Ireland Programme 2020 and associated programmes.
- The position will lead in the implementation of a development strategy as approved by the Board. This will entail directing the Development Team's core activities regarding the progression of housing development options.

Relationship Management

- Provide initial and ongoing key relationship management to stakeholders in the development of new, and consolidation of existing business partners.
- Provide key company representation as required in new business development opportunities with external agencies, including Local Authorities, Department of Housing Planning and Local Government, Housing Agency, Irish Council for Social Housing, Housing Alliance and other inter agency dealings, Owner Managed Companies and other business opportunities.

Managerial

- Provide ultimate oversight management of the function's activity,
- To review and assess and make recommendations in relation to business cases for new business areas, to the LT, Board and sub committees of the Board.
- To produce highly effective status update reports for Board and LT presentation to include ongoing transaction status reporting, market and sectoral trends and statistical reporting of pipeline and new business activity.
- To develop and maintain appropriate systems of controls in respect of procurement and delivery of new business opportunities, turn-key properties, sites and other housing related activities

Collaboration

- Develop and enhance positive stakeholder relationships with key external agencies to assist in the delivery of Circle's corporate priorities and development pipeline
- Play an active role in the wider development of the sector ambitions through engagement with key agencies and partner Approved Housing Bodies (AHBs) to enhance its skills and capacity, identifying joint opportunities to benefit both Circle and the wider sector
- Work constructively with all Circle appointed consultants and advisors to ensure an environment of constructive challenge and continuous improvement

Financial

- Working closely with the Director of Finance and Corporate Services and wider LT to maintain the Business Plan projections, regularly reviewing assumptions.
- Developing pipeline projections as required to facilitate sound financial business planning
- Ensure the timely and complete provision of financial reporting requirements and information to the Finance Team and the LT
- To provide financial oversight of functional activity, and have effective management systems in place to ensure that all financial due diligence is conducted, and delegated authority thresholds are adhered to at appropriate stages of transactions
- To ensure, transactional and project compliance on all new projects with the various funding mechanisms, and associated performance standards including the completion of all relevant legal and financial compliance requirements (internal and external).
- Planning, managing and reviewing all relevant budgets and participating in annual budget setting

Assurance & Risk Management

- Ensure ongoing assurance in respect of Circle's legal obligations in respect of Health and Safety, Regulations pertaining to pipeline development activity including the Building Regulations and Building Control Regulations and Planning and Development Regulations and financial application requirements.
- Identify, manage and mitigate transactional related risks through effective risk management strategies, eliminating risk or reducing it to the lowest possible level.
- To ensure, transactional and project compliance 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.
- Leading the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures to reflect the highest standards of good governance, and to keep abreast of changes in relevant legislation.

People

- Recruits, train and develop the Development Team to increase the day to day productivity of the development function and organisation.
 - Effectively develops team to support succession planning for the future growth of the organisation.
 - Proactively manage all aspects of people development (Performance Appraisals, Individual Development Plans, Coaching and Counselling and Disciplinary actions) for a productive and successful workforce.
 - Uphold organisational standards and acts as a strong leader to the team.
 - Take control of ensuring training and operational initiatives are rolled out effectively for the Development Team.
 - Continuously communicate with the team through both written and verbal forms of communication.
 - Set goals and expectations to create a positive working environment.
 - Train, coach and actively guide the team on values, customer service, standards, operations and time management
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Performance Management

- Actively manage and respond to any change management initiatives
- Ensure all processes and procedures remain fit for purpose
- Work collaboratively across the organisation to achieve shared objectives/ goals
- Set a strong and consistent leadership role which reflects the values and ethos of Circle, working towards the broader ambitions of the organisation

Corporate Responsibilities

- Work with and positively contribute to the LT
- Ensure all activity is aligned to Circle's values and contributes to the purpose of ensuring high quality housing and services
- Adhere to all Circle policies and procedures at all times
- To exercise discretion at all times and comply with GDPR requirements fully
- To fulfil all the highest standards regarding both Circle and your own health and safety obligations
- To positively promote Circle in all activities

General

- Ensure ongoing reflection of personal development in light of maintaining and enhancing skills and knowledge to meet the current and future requirements of your role
- Maintain industry insight across all relevant disciplines and respond to changing technology and practice
- Any other duties which are consistent with your role

Key competencies required in the role

- Team Leadership and Working
- Innovation & Change Management
- Influencing and negotiation skills
- Statistical analysis
- Programme management
- Leadership skills
- Housing sector experience
- Brand integrity
- IT Skills
- Communication Skills and Stakeholder Management

Person Specification

Key Skills	Essential	Desirable
Candidates will be shortlisted on the basis of <u>illustrating in their application that they fulfil the following criteria</u> . Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
Education / Qualifications		
<input type="checkbox"/> Relevant 3 rd level qualification and at least 6 years' experience in a construction, development, surveying, property or housing environment.	✓	
<input type="checkbox"/> Willingness to undertake professional development	✓	
Knowledge / Skills		
<input type="checkbox"/> 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		✓
<input type="checkbox"/> Knowledge and experience of project management principles and contract administration would be highly advantageous		✓
<input type="checkbox"/> Understanding of essential policy and procedure requirements for housing delivery	✓	
<input type="checkbox"/> Knowledge of statutory legislation and public procurement principles related to housing development	✓	
<input type="checkbox"/> 6 years previous experience of team leadership and management at a senior level is essential	✓	
<input type="checkbox"/> Excellent Communication skills –verbal and written, report writing, presentation	✓	
<input type="checkbox"/> To plan and organise at organisational and personal level	✓	
<input type="checkbox"/> I.T skills to intermediate level – Microsoft Office Suite	✓	
<input type="checkbox"/> Attention to detail	✓	
<input type="checkbox"/> Financial control and budget management skills	✓	
<input type="checkbox"/> Problem solving	✓	
<input type="checkbox"/> Ability to work with people showing empathy and discretion	✓	
Experience		
<input type="checkbox"/> 6 years suitable experience in Housing delivery-based industry	✓	
<input type="checkbox"/> Approved Housing Body or Local Authority working		✓
<input type="checkbox"/> Experience of contract administration	✓	

