



Role: Development Team Administrator

Location: Phoenix House, Castle Street, Dublin 2

Reporting to: Head of Development

Contract: Permanent

Salary: €37,925 - €50,964 commensurate with skills and experience

Grade: Grade 3

Probation: 6 months for all employees

Hours: 39 hours per week

Leave: 25 days per annum

Pension: Available only to permanent employees on completion of 6 months' probation

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

About Circle VHA

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 provide administration, coordination and support to management of the Development Team in the delivery of the Annual Development programme arising particularly from the Circle VHA Development Strategy 2018 – 2020, and subsequent strategies. The role will involve assisting and leading as appropriate in the highly effective administration, coordination and tracking of the Development Team projects and transaction related activities. The Development Team Administrator reports to and supports the Head of Development.

Main functions of the post:

Development Team Administrator Role Responsibilities:

- To coordinate and manage housing project/transaction supports, documentation, files and systems for the Development Team and Head of Development in the implementation of a transaction management system, new and existing.
- Maintain an up to date register of data and surveillance on local constituent areas, and wider market trends in relation to new business opportunities.
- To assist, as required by the needs of the business, with the identification of development sites for turnkey construction and acquisition opportunities.
- Conduct property searches and property market availability reviews against key provision criteria.
- To manage the transaction and project tracker to maintain up to date project data including, project status, progress reporting, producing reports and data as required by the Head of Development and Leadership Team.
- To assist the team in developing transaction/project plans to map direction and timescale.
- Assist the Head of Development with Team schedule management
- To attend and note key actions and deliverables at periodic operational team meetings.
- Administer records and files to a high and consistent standard, ensuring contract and in-house process, procedure and policies are always adhered to at all times.
- Develop and maintain transaction specific, and update template documentation for consistent team utilisation and assisting with preparation and deployment as appropriate
- To assist in processing and tracking, in conjunction with the Development and Finance functions, the completion of funding applications to Local Authorities, DHPLG and other statutory and non-statutory funders based on defined criteria and timescales.
- To manage the process and procedure around execution of legal and contract transactional documentation in conjunction with the Development Team, Company Secretary and Authorised signatories.
- To manage the process of transaction/project handover to internal stakeholder teams, ensuring that all process and procedures are consistently followed.
- To coordinate the process of recovery and collection of post transaction funding allowances with funding authorities working in conjunction with the Finance function.
- To coordinate the process of hard copy and electronic transaction file management in the context of internal audit file review.

- The Development Team Administrator will be a key contributor to the effective delivery of a Quality Service through the formulation, development, review and proper implementation of processes, policies and procedures, and to keep abreast of and effect changes in relevant circulars and legislation in this regard.
- 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 in the light of developments and organisational needs.

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
- Dealing with complex filing and legal matters from an administrative perspective would be an added advantage (Medical or Legal Secretary)

Essential Knowledge and Skills Requirements

- Advanced knowledge of the MS Office suite programmes
- Excellent communication skills – verbal and written
- Possess high level of integrity and ability to handle confidential information
- Excellent organisational and planning skills
- Ability to multi-task and handle a range of situations and data
- Strong project management skills
- Ability to identify key priorities
- Ability to work in a fast-paced environment
- Flexibility and adaptability

Displays the values of Circle VHA in their daily and professional life

Contacts

- Circle VHA Leadership Team
- Circle VHA Staff Team
- External agencies, e.g., ICSGH, DHPLG, Local authorities, Company Solicitors, Estate Agents, Design Team, Cost Consultants
- Tenants
- Development Committee (sub-committee of the Board of Directors)

Key competencies required in the role

- Excellent communication skills
- Ability to use initiative
- Budgetary monitoring & control skills
- Ability to cope under pressure
- Time management skills
- Resourceful
- Organisational skills
- Problem solving skills
- Willingness to work outside normal office hours on occasions such as attending lunchtime, evening & weekend meetings
- Excellent IT skills
- Good understanding of filing systems (manual and electronic)
- Full clean driving licence