



Role: Senior Development Officer

Location: Phoenix House, Castle Street, Dublin 2

Reporting to: Head of Development

Contract: Permanent Contract

Salary: €52,434 - €68,384 commensurate with skills and experience

Grade: Grade 4

Probation: 6 months

Hours: 39 hours per week over 5 days

Leave: 25 days

Pension: Available after 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 senior team support to 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 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 Senior Development Officer reports the Head of Development.

Main functions of the post:

Senior Development Officer Role Responsibilities:

- To provide project and transaction management supports to the Head of Development and Leadership 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, and lead as appropriate, the Head of Development, with the identification of development sites and acquisition opportunities, preparing feasibility and economic appraisals for review and presentation to the Circle VHA Leadership Team and Committees.
- Assist the Head of Development, and lead as appropriate, on stakeholder and Housing provider business relationship development and ongoing management.
- To lead, as directed, in the identification of development sites for turnkey construction and acquisition opportunities, preparing, and managing the timely preparation of feasibility and economic appraisals for review and presentation to the Circle VHA Leadership Team.
- Provide supports to the team as required in the ongoing undertaking of property searches and property market availability reviews against key provision criteria to assist in overall and specific outturn strategies, such as Expressions of Interest or Call for Proposal announcement from Strategic Partner and Funding Agencies.
- Assist the Head of Development as required in the building and retention of up to date data and surveillance on local constituent areas, and wider market trends in relation to property costs and availability.
- Lead upon assigned projects in 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.
- Monitoring and supporting the team as required on highly effective due diligence application, administration and project management of acquisition transactions, leasing and all new developments,
- Providing key company representation as required in new business development opportunities and meetings with Housing Providers and Developers.
- To support team in the preparation and consideration of scope of work brief to consultants on given projects.
- To conduct periodic reviews as required of Consultants admitted to the Circle VHA Consultant Procurement Framework and assist in development of new function framework development requirements.
- To lead as required on the development of business cases for Leadership Team, Development Sub Committee and Board consideration as appropriate.

- Represent the Company as a liaison with the Irish Council for Social Housing, Housing Alliance and other representative bodies in attendance at meetings and workings groups as appropriate.
- 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.
- Contributing to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures and to keep abreast of changes in relevant legislation.
- To act within, and strictly adhere to company policies and procedures, and to follow all approved processes on given transactions.
- 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 lead as required on monitoring and reporting on transaction/project capital expenditure, ensuring budgets are met and to work collaboratively with the Finance function in cost and income management on given transactions.
- To support team members as required in project budget forecasts and timescale projections on new development initiatives.
- To represent the Company as required in negotiations to approved thresholds and delegated responsibility.
- To produce periodic Leadership Team/Development Sub Committee/Board reports, and lead as required on effective team project updates and status report production and maintenance.
- Administer duties, records and files to a high standard, ensuring contract and in-house process, as approved, are adhered to at all times.
- Ensure Compliance with and adhere to internal audit requirements.
- 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 5 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, transaction negotiation and management principles are essential
- Previous experience of leadership and/or team support provision is essential.

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
- The post will require travel within Leinster and Munster and is subject to ongoing review of Geographical reach

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 and Board

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
- Full Clean Driving Licence
- Demonstrate the values of Circle VHA in performance of duties and professional life

