



**Role: Development Officer**

**Location:** Agile working, with access to Head Office at Phoenix House, 32-34 Castle Street, Dublin 2

**Reporting to:**

**Contract:** Permanent Full Time – subject to a 6-month probationary period

**Grade:** 2

**Salary:** €42,029 -€49,554 depending on experience

**Probation:** 6 months

**Hours:** 37.5 hrs per week worked over five days

**Leave:** 25 days per annum

**Pension:** Employer Contributory pension available at completion of probation

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

**The Organisation:**

Circle VHA has been a leading provider of social housing in Ireland since 2006 and now owns and manages approx. 2,500 homes nationally. Currently employing over 50 staff, we have an ambitious growth programme in response to the need for more housing. Our vision is to make a difference by providing quality housing to those in housing need.

**Role Overview:**

The core responsibilities of the Development Officer role are to support the delivery of the annual development programme. 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 role will require regular travel as you will be working on several development projects nationwide. You will be carrying out regular inspections of schemes as they are being developed, on closing and post completion, and during handover to our internal teams. You will participate in all necessary new business activities such as meetings, site visits and regular engage with new and existing contacts and will be responsible for developing relationships with key third party stakeholders.

### **Key Responsibilities:**

- To provide project and transaction management support to the Development Team, Senior Management and Leadership Team in the implementation of a housing development strategy as approved by the Circle VHA Board. This will entail liaising with relevant third-party personnel regarding the feasibility and progression of housing development options, including but not limited to:
  - Local Authorities
  - Developers
  - Estate Agents
  - Designers and Cost Consultants
- To liaise with internal stakeholders such as Tenancy services, Asset management & Finance to ensure an efficient handover of units into management.
- 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.
- Assist the team in retaining up to date data and surveillance on local constituent areas, and wider market trends in relation to property costs and availability.
- Advance assigned 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 Circle VHA 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 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.
- Visit projects on a regular basis during the construction, delivery & handover phase.
- Represent Circle VHA in external meetings with a variety of stakeholders and workings groups as appropriate.
- Ensure 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. and carry out all necessary due diligence prior to project completion and handover

- Contribute 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 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 the 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 Director of Development and New Business, Leadership Team and Development Committee as required.
- Administer duties, records and files to a high standard, ensuring contract and Circle VHA processes are always adhered to.
- Ensure Compliance with and adhere to internal audit requirements.
- To undertake any other duties which are consistent with the responsibilities of the post as directed.

**Corporate Responsibilities:**

- Ensure all activity is aligned to Circle VHA’s WEHEAR values and contributes to the mission of supporting the development of thriving communities
- Always adhere to all Circle VHA policies and procedures.
- To always exercise discretion.
- To fulfil all care and high standards regarding both Circle VHA’s and your own health and safety obligations.

**General:**

- Adopt an approach of continuous learning and personal development with the creation of an L&D plan and attend training appropriate to your roles’ Corporate Responsibilities.
- To positively promote the Association in all activities.
- Any other duties which are consistent with your role.

**Person Specification**

<u>Education and Experience Requirements</u>	<u>Essential</u>	<u>Desirable</u>
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<ul style="list-style-type: none"> <li>• Relevant 3rd level qualification and at least 1 years' experience in a construction, development, surveying, property, or housing development environment.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Sectoral experience in provision of housing accommodation under Government Housing Policy as delivered through the Housing Agencies and Local Authorities, other Approved Housing Bodies</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Knowledge and experience of project, transaction negotiation and conveyance</li> </ul>	✓	
<b>Knowledge and Skills Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Stakeholder management skill and experience</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Knowledge of development processes and contract procedures</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Excellent communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Knowledge and experience of conveyancing processes</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Knowledge of up-to-date building, planning and construction regulations.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Project Management Skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to work well within a team environment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• High degree of efficiency and ability to self-direct</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Awareness of current housing policy and social issues</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Full Clean and unrestricted Irish Driving Licence</li> </ul>	✓	

*This job description is not restrictive and will be subject to periodic review.*