



Job Description Development & New Business Officer

Job title:	Development & New Business Officer
Reporting to:	Development & New Business Manager
Responsible for:	N/A
Location:	Dublin 12
Job purpose:	Responsible for assisting in the delivery of the Development & New Business functions within Clanmil Housing Association Ireland CLG
Salary Scale:	€37,500 to €50,750
Job Information:	This is a permanent full-time post.

Clanmil Housing Association Ireland CLG (Clanmil Ireland) is an Approved Housing Body with approximately 400 properties in management.

We currently operate from an office on Nangor Road, Dublin 12 and manage stock in the Leinster region plus the adjoining Counties of Monaghan and Cavan.

The Development & New Business Officer is responsible for assisting in the delivery of high-quality development and acquisition services on behalf of the association.

In an increasingly commercial environment, there is an expectation that the post-holder will have a degree of business acumen and be able to deliver commercial services in the social housing sector.

Job Purpose

Summary

Reporting to the Development & New Business Manager, the post-holder will work as part of a team in the development and acquisition of new homes to meet organisational growth targets.

Under the direction of the Development & New Business Manager, the post-holder will be required to produce reports for the Development Committee, and will ensure all activity contributes to the achievement of the organisation's objectives.

The post-holder will be responsible for keeping abreast of the key areas of housing need/demand for all tenures in Clanmil Ireland's area of operation, and for keeping colleagues up to date on all development related matters.

The post-holder will also be required to ensure our services are compliant with all regulations and relevant legislation and are delivered in accordance with the requirements of Clanmil Ireland's policies and procedures.

At all times, the Development & New Business Officer will be expected to comply with the organisation's Standing Orders and Financial Regulations.

Under the Direction of the Development & New Business Manager, the Key Roles and Responsibilities of the post are:

1. Business Growth

- Undertake feasibility/risk appraisals to assess project suitability for social housing
- Liaise with local authorities to obtain support and potential grant funding for development schemes and acquisitions
- Negotiate with stakeholders in accordance with agreed procedures, ensuring all parties are kept up to date at all times on the progress of individual projects
- Represent and promote Clanmil Ireland, building successful relationships with developers, housebuilders, architects, estate and land agents, local authorities, voluntary sector, Government Departments and Agencies, and existing and potential customers
- Prepare submissions for both internal and external approval
- Assist with the procurement of consultants and contractors, undertaking tender processes in accordance with procurement policies and financial regulations

2. Project Management

- Assist with the project management of schemes that are under construction, acquisition, or lease to ensure that they are successfully delivered in accordance with procedures and contract conditions, and are delivered on time, within budget, and to the accepted tender sum
- Assist with the delivery of a range of professional development and acquisition services including, but not limited to; feasibility studies, financial appraisals,

obtaining planning, budgeting, contract management, risk management, handover and final review/final account

- Ensure all projects under the direction of the post-holder adhere to Government Department/Housing Agency guidance
- Assist with the management of projects on site, liaising with contractors, consultants and in-house staff to provide information on development projects, as necessary. This will include attendance at site meetings to ensure progress of construction, reviewing and actioning promptly any issues as required
- Where required, assist with public or resident consultation
- Where required, assess the performance of consultants and contractors as per the Association's procedures and feedback as required
- Assist with ensuring grants are claimed when due and all certifications are valid. Where variances arise, draw these to the attention of the Development & New Business Manager
- Where applicable, ensure schemes are taken in charge by the local authority as quickly as possible
- Ensure effective liaison with the Housing & Property team to ensure a smooth handover of properties into management and during the defects liability period, ensuring defects are dealt with speedily by contractors/consultants

3. Corporate

- Assist with maintaining an effective key milestone database for the development programme
- Ensure all development activity and documentation is audit compliant at all stages of the development process and maintaining robust and efficient systems and procedures, working to maximise efficiency
- Assist with the provision of reports for submission to Board and its Committees, including (and where directed) working with finance staff on financial and risk appraisals
- Where required, provide an assurance to, and communicate with, Clanmil Ireland staff, Board Directors, and stakeholders/customers
- Attendance at meetings as appropriate, and where relevant, as directed by the Development & New Business Manager
- Where required, contribute to the business planning, strategic planning, and budget setting processes

4. Organisational & Managerial

- Actively contribute at an Officer level in developing and delivering organisational strategy and assisting in the delivery of organisational aims and objectives
- Contribute to performance management and improvement planning in areas of responsibility, ensuring delivery of targets for all operational activity
- Assist with maintaining the organisations Asset Register
- Responsible for Health & Safety in areas within the remit of the role
- Contribute to budget management within areas of responsibility, ensuring value for money at all times
- Ensure the principles of confidentiality and discretion are applied, where appropriate, to all aspects of Clanmil Ireland's work

- Comply with the requirements of the GDPR and associated legislation
- Comply fully at all times with the Code of Conduct for staff and other associated policies relating to conduct of work
- Ensure that associated services within Clanmil Ireland are compliant with all regulations and relevant legislation and are delivered in accordance with the requirements of Clanmil Ireland's policies and procedures.

Any other duties as required by the Development & New Business Manager or Chief Executive to ensure the successful operation of the Association, including taking a lead role in projects as required

Conditions of Employment

The Salary will be commensurate with the experience of the individual appointed and in line with the organisation's salary scale.

The post-holder will be required to work 37 hours per week. Office hours are Monday to Friday 9:00am to 5:00pm, although the post-holder will be required to work outside of these hours, including evenings and weekends, to meet the requirements of the role. Flexitime is in operation.

The post-holder must have a full driving licence and use of and access to a vehicle suitable for undertaking the duties of the role.

The post-holder will be based at the organisation's office in Dublin 12, although there is the option to work from home on occasion, and subject to the agreement of the Development & New Business Manager or the Chief Executive.

PERSON SPECIFICATION CRITERIA

EXPERIENCE / KNOWLEDGE

Relevant experience and proven track record of working in a social housing and/or property environment, including a demonstrable knowledge of social housing development and property acquisitions

Knowledge of development process including feasibility studies, financial appraisal, planning, budgeting, procurement, contract management and completion

Knowledge of social housing regulations and legislation, specifically relating to property development, and experience of ensuring compliance with same

Proven experience of developing relevant policies and procedures

Proven experience of delivering projects on time and within budget

Demonstrable experience of managing relationships with a diverse stakeholder group, including contractors, partners, tenants and staff

A successful track record in building and nurturing stakeholders, key relationships and partnerships with a wide range of diverse collaborators with Government, AHBs, and the private rented sector

OPERATIONAL SKILLS & ABILITIES; EDUCATION & QUALIFICATIONS

Experience of managing and controlling development projects, with the ability to assess risk and experience of processes to monitor and mitigate or avoid risk

Finance and budget management skills, and good numeracy skills

Be results-focussed with the ability to work under pressure, to meet targets and deadlines, and with proven planning, organisational, analytical and problem-solving skills to ensure attention to detail a high standard of accuracy

Experience of using the Microsoft suite of software programmes and demonstrable skills in using other software programmes relevant to the requirements of the post

Good oral and written communications skills, including the ability to communicate with Committee members and internal and external stakeholders

Ability to think strategically, with a good business knowledge and commercial acumen, possessing the skills and attributes necessary to work within the commercial sector and with statutory stakeholders and partners

A team player, able to work as part of a small multi-disciplinary team, and with the ability to maintain trust and confidentiality, conducting the role with integrity

Relevant third level degree and/or professional qualification or 3 years recent experience