



TAI CANOLBARTH CYMRU
MID-WALES HOUSING

Yn barod amdani Equal to the challenge

Graduate Housing Development Officer

Mid Wales Housing Association currently has a vacancy for: -

Graduate Housing Development Officer
Based in Newtown, Powys
Salary £19,600 – £25,200
35 hours per week

Mid-Wales Housing Association's strategic aim is to positively change the attitude towards social housing and promises to provide quality affordable homes for current and future residents through best practice and making best use of resources. It has an active development programme.

Developments include new builds, renovations, purchase of complete properties, housing stock transfers or leasehold schemes, and is working to identify and implement innovative opportunities and methods.

We are looking for a Graduate Development Officer to start their career in development and to support the Association's housing programme. A mentor will guide and support the successful candidate to achieve membership of an industry recognised professional body (RICS/RTPI).

We are looking for someone with a passion for development and an empathy with social housing, keen to learn and motivated to achieve success. There will be an opportunity to progress to a Development Officer role.

For further details and an application pack:

Email: jobs@mid-walesha.co.uk

Visit: www.mid-walesha.co.uk

Ring: 0300 111 3030

You can apply online at www.mid-walesha.co.uk or send your completed application form to HR Manager, Mid-Wales Housing Association, Tŷ Canol House, Ffordd Croesawdy, Newtown, Powys SY16 1AL.

Closing date for applications: **Noon on Monday 25th February 2019**

Interviews will take place on: **To be confirmed**



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Job Description	Graduate Housing Development Officer
Reports to	Senior Development Officer
Responsible for	None
Version No.	1
Date	May 2018
Location	Newtown

Purpose of role

1. To assist the Director of New Business and Senior Development Officer in establishing the Annual Development Programme.
2. To assist in managing development schemes from inception through to practical completion and handover.
3. To support the Director of New Business and Senior Development Officer in delivering team objectives.

Main duties and Accountabilities

1. Customer Service

- 1.1 Receive and analyse housing need data. Assist in proactively seeking development opportunities in order to meet this need.
- 1.2 Consult colleagues regarding the design, location, scheme mix etc. of all proposed housing schemes to ensure that issues such as scheme management, maintenance etc. are considered at the early planning stage.

2. Communication, Collaboration & Team working

- 2.1 Work collaboratively with colleagues to assist in the design of development schemes to meet the needs of all partners.
- 2.2 Work in partnership with local authorities and other stakeholders to ensure that development schemes meet the housing needs of local communities and undertake planning assessments and research.
- 2.3 Assist in any negotiations with property owners, developers and statutory bodies regarding the purchase and development of new housing schemes.
- 2.4 Assist in the preparation of planning and other applications as necessary.

- 2.5 Liaise with the Clerk Of Works to ensure that appropriate quality and cost control is in place whilst schemes are on site.

3. Planning & Organising

- 3.1 Manage own time to ensure that personal objectives are achieved.
- 3.2 Assist in identifying new development opportunities.

4. Financial Management

- 4.1 Assist in the authorisation of expenditure in accordance with Standing Orders, Financial Regulations and Delegated Authorities.
- 4.2 Assist in monitoring expenditure as instructed by the Director of New Business/Senior Development Officer to ensure that it remains within budget.
- 4.3 Undertake PROVAL viability assessments of potential development schemes.
- 4.4 Assist in claiming grant from the local authority and other bodies in accordance with agreed procedures.
- 4.5 Assist in ensuring that any variations to agreed contract sums are authorised as required, and that the scheme remains within the overall viability parameters.

5. Administration

- 5.1 Be responsible for all own personal administration.
- 5.2 Assist in ensuring that all necessary as-built certification is completed and appropriately documented in order that loans can be secured against the properties. Chase progress if required.

6. Monitoring & Reporting

- 6.1 Assist in obtaining all necessary approvals for new development schemes.
- 6.2 Assist in monitoring the performance of consultants, and report any issues to the Director of New Business/Senior Development Officer.
- 6.3 Assist in monitoring the progress of Development schemes against target timescales whilst on site. Advise colleagues of any changes in anticipated handover dates.
- 6.4 Assist in the completion of scheme out-turn reports, to include an identification of any learning points.

7. Health & Safety

- 7.1 Take responsibility for own Health & Safety.

8. Generic

- 8.1 Take responsibility for own personal development to achieve a professional qualification and membership of recognised professional body.

- 8.2 Foster a climate of continuous improvement, participating in service improvement projects as and when required.
- 8.3 Support the Association's Resident Involvement Strategy.
- 8.4 Be aware of, and act in accordance with the Associations Risk Management policy & procedure.
- 8.5 Actively promote the Associations Welsh Language scheme, and be aware of and act in accordance with the requirements of Equality & diversity legislation.
- 8.6 Be aware of, and act in accordance with, the Association's Confidentiality Policy, and the requirements of the Data Protection Act.
- 8.7 Promote a positive image of Mid-Wales Housing Association.
- 8.8 Undertake any other duties commensurate with the level of the post as required by the Association.

Signed by member of staff:

Date:

Signed by Line Manager:

Date:

MID-WALES HOUSING ASSOCIATION

PERSON SPECIFICATION

JOB TITLE: GRADUATE HOUSING DEVELOPMENT OFFICER

LAST REVIEW DATE: New post – May 2018

NEXT REVIEW DATE: April 2019

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF IDENTIFICATION
Education & Qualifications	<p>HND in Building Construction, Planning or Urban Estate Management or equivalent subject</p> <p>English Language and Mathematics at GCSE level –(minimum of C Grade)</p>	<p>Degree in Building Construction, Planning or Urban Estate Management or equivalent.</p> <p>Student membership of the Chartered Institute of Housing or Building or Royal Institution of Chartered Surveyors or Royal Town Planning Institute</p>	Application Form Certificates
Experience	<p>Knowledge /placement experience of project managing development or construction-related projects</p> <p>Knowledge/placement experience of managing simultaneous projects and balancing demands on time and resources.</p>	Experience of project managing new developments gained in a Housing Association or similar environment.	Application form Interview
Job Knowledge	<p>Knowledge of building construction techniques.</p> <p>Knowledge of the procurement routes for developing social housing.</p> <p>Knowledge of the consultation and planning processes required to develop social housing.</p>	<p>Continuous improvement tools and techniques.</p> <p>Knowledge of the funding options available to develop Social Housing.</p>	Application form Interview

	Knowledge of contracts relating to construction activity.		
Competencies and Skills	<p>Competent in the use of MS Office Word and Excel</p> <p>Ability to assess business development opportunities and make appropriate recommendations.</p> <p>Ability to communicate complex information in terms to suit the needs of the audience.</p> <p>Ability to investigate and analyse problems, making appropriate recommendations as to solutions.</p> <p>Highly effective time management and prioritisation skills.</p> <p>Able to communicate effectively with a wide variety of audiences</p>		Application form Interview Test
Other Requirements	<p>Be able to hold simple conversation in the medium of Welsh (or be prepared to learn) to minimum ALTE Level 1</p> <p>Commitment to equality and diversity.</p> <p>Empathy with social housing.</p> <p>Personal integrity.</p> <p>Ability to work flexibly including work outside normal working hours and to attend evening</p>	<p>Be able to hold conversation in the medium of Welsh (or be prepared to learn) to ALTE Level 2 or above</p> <p>Commitment to resident involvement.</p> <p>Enthusiasm and resilience.</p>	Application Form Interview

	and/or weekend meetings. Possess a full and valid driving licence and be prepared to travel on Association business.		
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