

Yorkshire Housing Role Profile

Job title:	Development Officer	Leader of others:	Yes
Reports to:	Senior Project Manager	Contract type:	Agile
Business Area	Development	Budget holder?	No

Job purpose

To project manage and co-ordinate the delivery and completions of the S106 programme to agreed time, cost and quality requirements. Working with required stakeholders to enable efficient handover of properties to our internal teams, with regular site visits to monitor progress

The Development Officer will be active in the resolution of defects, and be engaged and proactive towards the business strategy and core values of Yorkshire Housing.

The post holder will be responsible for training, task setting and managing a Development Project Assistant.

Responsible for updating electronic systems such as proval and sequel to monitor progress and forecasting of financial spend.

Key responsibilities

Management and Leadership

- Management and liaison with appointed contractors, consultants, solicitors, valuers, local authorities and Homes England etc. in line with contracts, appointment letters and framework agreements.
- Oversee the ongoing process of highways and services adoptions reporting progress to the Senior Project Manager.
- Review customer satisfaction on completed schemes and take action¹ to support our customers when we recognise poor defects performance.
- Work closely with and line-manage the Development Project Assistant to ensure the programme administration is carried out, create and maintain scheme files.

Pre Handover

- The regular undertaking of site visits to enable accurate reporting of progress and programme to the Senior Project Manager.
- Updating of reporting tools such as Proval and Sequel to ensure robust information is available for business planning purposes.
- Updating of cashflows to ensure we have robust financial forecasts which can be relied upon across the business.
- Weekly development updates to finance/treasury including responding to queries.
- Oversee the financial payment process ensuring payments are made in line with contract terms and internal procedures including approval of all necessary purchase orders.
- Raising purchase orders as and when required to enable prompt payment of our consultants and suppliers.

Property Handover

- Liaise with Clerk of Works to ensure plots are acceptable.

- Liaise with constructor partners to rectify identified issues in a timely manner as not to delay the handover process.
- Drive quality and continuous improvement across sites. Ensure all information relating to Gas and Electrical installations is compliant and meets the requirements of Yorkshire Housing.
- Update IT systems to capture handover details, and to match current cash flows to enable effective budget monitoring
- Ensure all relevant documents, invoices and completion statements are correctly filed and saved.
- Manage schemes during defects liability including being the escalation point for our internal aftercare team liaising between customers and our contractors.

Assisting the delivery of S106 programme

- Assist the Senior Land and Planning Manager and Land and S106 co-ordinator to submit S106 offers and progress contracts as and when required.
- Keep up to date on new regulations and requirements. Plan for future changes in standards, attend relevant seminars and events and provide updates to the team.

Stakeholder management

- Ensure handover dates for the S106 programme are kept up to date by keeping in regular contact with developers and undertaking regular site visits.
- Liaise with internal stakeholders such as the new customer team, assets, repairs, compliance, the place team, rent and service charge, data and finance to ensure they are kept up to date with progress, anticipated completion dates and handover information for new properties.
- Ensure the smooth delivery of the S106 programme by working with the internal Senior Project Manager and Development Project Assistant (line management responsibilities), to provide programme forecasts and ensure continuous monitoring is undertaken.

As you can imagine, the above might not be all you'll be responsible for in role so you might be asked to take on some other key responsibilities if they're suitable for your role.

What you'll bring to the role

The main things:

- Knowledge of the construction process
- Able to work independently and take ownership of tasks
- Strong communication skills (both written and verbal)
- Experience of working in a fast past environment
- Use own initiative
- Able to manage own time effectively by prioritising and managing a number of tasks simultaneously
- Good IT skills (including MS Word, Excel, Outlook)
- Able to meet deadlines, and manage changing deadlines successfully
- Demonstrates clear communication across both internal and external stakeholders
- Full UK driving license (with ability to travel regularly to our sites across Yorkshire)
- Eagerness to develop own skills and adapt to change.
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.

It would be a bonus if you have:

- Experience in a similar role
- Experience with a developer / housebuilder
- Experience of working in a target driven environment
- Use of invoicing systems
- Experience of line-management

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.