



## Yorkshire Housing Role Profile

<b>Job title:</b>	Development Assistant	<b>Leader of others:</b>	No
<b>Reports to:</b>	Land Manager	<b>Contract type:</b>	Permanent
<b>Business Area</b>	Development	<b>Car Allowance:</b>	No
<b>Budget holder?</b>	No	<b>DBS Required:</b>	No

### Job purpose

The Development Assistant will provide project support and assistance to the Land and wider Development team to enable the successful delivery of the development programme.

Yorkshire Housing aim to develop 8000 new homes by 2030 and the Land team are crucial in achieving this target. The main function is to assist with the progression of sites and carry out admin and data functions. Working under the Land Manager, you will be a key support in securing land and new opportunities, all aspects of project progression through key development stages, to handover of the schemes to Delivery.

The successful applicant will have an understanding of the development, housebuilding and the planning process, a keen eye for detail is essential whilst organisation and time management is vital.

The post holder will need to be flexible and work on a variety of tasks to tight deadlines.

### Key responsibilities

- Set up and maintain scheme files and checklists to comply with internal and Homes England audit requirements
- Carry out continuous reviews and update Development policies and procedures to ensure compliance.
- Coordinate all project information and assist on multiple schemes working closely with the relevant Project Manager.
- Responsible for coordinating scheme information for Customer Delivery, Property Services and Space Homes at key points in the development process e.g. planning submission.
- Market and area research, proforma and approval set ups for appraisals.
- Administrate the appointment of constructors/consultants and arrange for signing and sealing of legal documentation and contracts.
- Arrange and attend publicity events when required working closely with the Communications Team and Space Homes.
- Process and monitor all invoices and payments.
- Attend scheme related meetings and any other meetings as required.
- Any other appropriate administration or support duties for the Head of Services and wider team as and when required.

What you'll bring to the role	
The main things:	
<ul style="list-style-type: none"> <li>• You will have excellent verbal and written communication skills.</li> <li>• Basic knowledge of the housing development process &amp; the housing market.</li> <li>• Attention to detail.</li> <li>• Influencing skills in dealing with various stakeholders with conflicting viewpoints &amp; priorities.</li> <li>• Able to organise and manage information distribution and navigate internal filing systems</li> <li>• Experience of building internal relationships and external partnership working.</li> <li>• Able to plan, prioritise and manage workload under pressure to meet tight deadlines.</li> <li>• Confident in learning and using internal systems</li> <li>• MS Office skills with particular emphasis on MS Word &amp; Excel</li> <li>• Eagerness to develop own skills and adapt to change.</li> <li>• Personal values and approach that align with YH's values</li> <li>• Ability to work flexibly in line with Hub, Home and Roam principles.</li> <li>• An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.</li> </ul>	
It would be a bonus if you have:	
<ul style="list-style-type: none"> <li>• A housing or construction related qualification (HNC, NVQ level 4 or similar)</li> <li>• Previous experience working with local authorities.</li> <li>• Experience in using Salesforce, Ebis and Orchard</li> </ul>	
Our values:	
<p>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.</p> <p><b>Create trust</b> • Do the right thing, not the easy thing • Be honest and open • Do what you say.  <b>Be curious</b> • Think differently • Ask questions • Keep learning.  <b>Make it happen</b> • Own it • Do it • Be empowered.  <b>Achieve impact</b> • Do things that matter • Deliver results • Show pride and passion.  <b>Have fun</b> • Enjoy work • Be yourself • Stay connected.</p> <p>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.</p>	
Date Role Profile last reviewed:	June 2025