

Job Description

Development Officer



Directorate:	Development
Team:	Development
Role Type:	Flexible
Reports to:	Assistant Director of Development
Direct Reports:	N/A

Overall Job purpose:

To support the Development Team with identifying and securing new business opportunities and the project management of new housing schemes from inception to practical completion. Ensure that all new homes meet the defined needs of the end customer and makes a positive contribution to CKH's asset base.

Core responsibilities:

- Assist with identifying and appraising new business opportunities
- Assist with the development process in the successful delivery of Site Acquisitions and S.106 or other new build, refurbishment and/or regeneration opportunities from acquisition stage, through pre-contract stage and on to practical completion. Which Includes occupation, up to and including End of Defects (EoD) stage.
- Assist with the monitoring, assessment and updating of financial viability appraisal models and associated risks for the business within development projects.
- Update and maintain cashflows (within Sequel) on a monthly basis to ensure accurate financial and project delivery reporting with support from Development Managers. Assist with the monitoring of the expenditure of capital funding allocated for each project.
- Assist the Development Managers in preparing reports to and seek approval for any project budget variances in line with established governance criteria. Check payments for arithmetical compliance, and alignment with established CKH procedures for authorisation of payments.
- Take responsibility for compiling and completing the necessary information required on individual projects for charging, in line with procedural requirements in a timely manner to ensure that projects are chargeable on completion and that CKH is fully compliant with all legal and funding requirements associated.
- Responsible for monitoring and managing the fees for all consultants employed on individual projects.

- Assist with providing updates and writing reports for Star Chamber, Growth Board, Homes and Investment Committee, Directors' Team, and CKH / CKHD Board(s) as required.
- Assess and notify colleagues of key project risks throughout the life of the project. Identify and communicate any risks occurring during the construction phase including recommending mitigation and / or control measures. Liaise closely with all internal stakeholders / client departments to ensure projects are delivered in line with approved time and budget constraints.
- Regularly attend development sites as required to monitor progress and resolve issues, including regular attendance at Site Progress Meetings
- Assist with the handover process of new homes to ensure a smooth transition into housing management / shared ownership sale, ensuring that full and appropriate handover packs are prepared, including all statutory certification.
- Actively contribute towards continuous improvement initiatives, provide feedback, identify and recommend improvements in policies, processes and procedures as required including supporting the customer journey.

Key Relationships

- Wider Development team
- Liaising as 'internal client' and/or 'customer' with:
 - Neighbourhood Management Team
 - Asset and Estate Management Team
 - Sales Team
 - Communications and Marketing Team.
 - Finance Team.
 - Governance Team.
 - Lettings Team.
- External EA/QS and CoW Teams
- Liaising and representing CKH as required with key external stakeholders to include:
 - Local and Unitary Authorities.
 - Homes England (HE).-
 - Developers.
 - Landowners.
 - Land Agents.

Dimensions:

- Direct project management of individual multiple tenure new build projects with a value of up to £5 million total scheme costs (TSC) per project.

Action

Commitment

Excellence

Integrity

Teamwork

- Project management of a portfolio of schemes, with a combined spend of up to £10 million in any given financial year.

Additional information:

- Requires travel to various sites and occasional working at height (scaffold) along with lone working

No job description can cover every issue which may arise, and the post holder is expected to carry out other duties as required from time to time.

Person specification

Requirements	Essential Criteria	Desirable Criteria
Knowledge and experience	<ul style="list-style-type: none"> • Basic knowledge of the development / planning process and demonstrable experience in the delivery of quality affordable homes. • Construction fabric knowledge, including an understanding of modern methods of construction. • Experience in financial modelling/risk analysis in relation to housing development. • Experience of working with Local Authorities, grant funding bodies, and other key external stakeholders. 	<ul style="list-style-type: none"> • A background in a Construction or other Technical area such as Surveying, Architecture, etc, preferably in the context of residential development. • Previous experience working within the Housing sector either with a Registered Provider or Local Authority

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	<ul style="list-style-type: none"> • Basic working knowledge of Homes England development standards. • Experienced user of Microsoft Office or equivalent IT systems (Outlook, Word, Excel). 	
Skills and abilities	<ul style="list-style-type: none"> • Project Management experience, at an assistant level or above. • Good communication skills. • Ability to build and maintain effective working relations both internally and externally. • Good understanding of the development process. • Ability to promote equality and diversity for tenants, staff and other key stakeholders through the development process. • Ability to work and liaise across internal functional boundaries to maintain high delivery standards. • The ability to work on own initiative, and/or as part of a team. 	<ul style="list-style-type: none"> • Able to use ProVal Appraisal software (or similar)

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	<ul style="list-style-type: none"> • Ability to understand and interpret data. • Ability to ensure data quality is maintained. 	
<p>Personal behaviours and style</p> <p>We look for people who are committed to and demonstrate our core values of:</p> <ul style="list-style-type: none"> • Action: Getting things done while being accountable. <i>Delivering on objectives and taking responsibility for the service. A positive attitude.</i> • Commitment: Putting customers first. <i>Being customer focussed, delivering excellent services to external and internal customers. Adopting a flexible approach.</i> • Excellence: Always striving to be the best. <i>Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.</i> • Integrity: Honest and open in everything we do. <i>Maintaining our code of conduct and acting professionally at all times</i> • Teamwork: Working together to deliver. <i>Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.</i> 		
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and/or specific occupational training required</i></p>	<ul style="list-style-type: none"> • Project management experience in a construction related background 	<ul style="list-style-type: none"> • Working towards a Degree (or equivalent Professional qualification) in a relevant construction related discipline, or qualified by experience
<p>Additional requirements</p> <p><i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends,</i></p>	<ul style="list-style-type: none"> • Full UK driving licence. • Able to travel and work flexibly when required. 	

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<i>Must hold full current UK driving license Etc.</i>		
Version control:		
JD authorised by (Director):	Lynda Murawski	Date: May 2025

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