

Development &
Projects Leader

West of Scotland
Housing Association



Recruitment Pack



West of
Scotland
Housing
Association





Read our
Recruitment charter on
[Recruitment Charter](#)

WELCOME

Thank you for your interest in West of Scotland Housing Association. This pack explains who we are, what we need from you and what you need to do to apply.

Our values shape how we act, our decisions and the services we provide. We want a staff team and Board that shares our values and puts customers at the centre of service delivery.

Our staff are at the heart of our business and we support them to be their best which is demonstrated with 84% of staff saying WSHA is a good place to work.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, or religion or belief. We are particularly interested to hear from applicants with a disability, or from a black, asian or minority ethnic background.

Disabled applicants who meet the essential criteria will, where possible be granted an interview under the Disability Confident scheme.

We are committed to achieving high standards of quality in recruitment and to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner.

We look forward to receiving your application.





ABOUT US

Founded in 1965, West of Scotland Housing Association (WSHA) strives to be more than just a landlord. What sets us apart is the way in which we go further to improve the lives of our tenants, innovatively responding to your needs as your lives change.

We provide around 4,500 homes across the West of Scotland and go further to provide housing you can call home. We have a wide range of homes to suit you at every stage of your life including tenemental flats, family homes, amenity properties and sheltered housing.

OUR VISION

We go further to provide housing you call home.

OUR MISSION

Our mission is to provide affordable and sustainable housing and services to enhance lives and empower communities in the west of Scotland. We will do this through engaging with our customers and partners, ensuring that every voice is heard and valued.



To ensure our values are reflected in everything we do, we have created a **Values Framework** which outlines the behaviours expected of our staff, managers and Board.



WORKING FOR US

Access to a personal health care plan for you and your family.
Access to staff shopping discounts and salary sacrifice staff tech and EV scheme

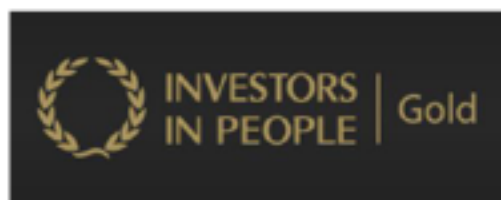
We are a member of Employers in Voluntary Housing (EVH)

Free access to a comprehensive Employee Support and Wellbeing Service

Generous holiday allowance of 40 days

Strong focus on staff health & wellbeing including free flu jabs and annual health checks.
Cycle to work Scheme and secure bike shed at office

Friendly, inclusive environment and with the flexibility of a hybrid model of working (mix of home and office) if the role allows





Pension:

We offer a SHAPS defined contribution scheme provision to all staff employed by West of Scotland Housing Association.

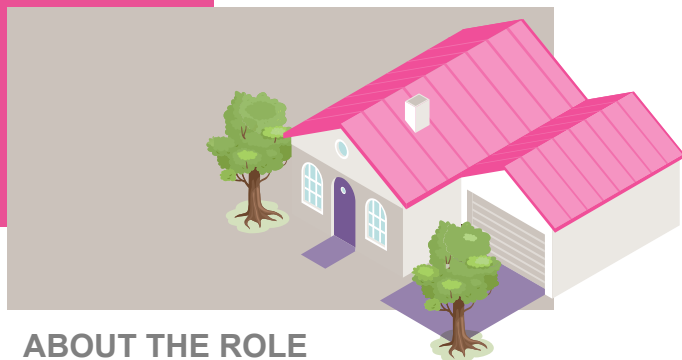
The employee can contribute a minimum of 3% to the scheme.

The employer will contribute twice the employee contribution to a maximum of 10%.

Our pension scheme contributions are based on a salary sacrifice arrangement whereby the employer gives 100% of NI savings to the employee.

In addition to the above, we also provide staff with Critical Illness cover and Life Cover x 3 salary.





ABOUT THE ROLE

- ★ Job Title: Development & Projects Leader
- 🏠 Department: Development & Asset Management
- 📍 Location: Glasgow, G40
- 💖 Salary Scale: EVH Grade 9 SM1-SM3 £53,904 - £56,558 per annum

Following internal promotion we are looking for a new Development & Project Leader who shares our values and will use them to guide the way they work on a daily basis. You will effectively and efficiently manage a range of new build and property projects within the Association's Development Programme, assuming responsibility through all stages of development. You will be accountable to our Development & Project Manager.

You should:

- Have excellent interpersonal and communication skills, able to develop and maintain effective working relationships with internal and external customers and stakeholders
- Have the ability to meet challenging personal and team deadlines
- Have the ability to lead, develop and motivate a team to achieve high standards
- Have demonstrated experience and proven track record of successful involvement with new build development projects
- Have comprehensive knowledge of the new build development process and housing association requirements





MAIN RESPONSIBILITIES

- Manage the development process for new build and property projects through all stages of development, ensuring they are delivered on time and within budget.
- Manage consultants, contractors and other development professionals, ensuring the continuous monitoring and improvement of performance.
- Contribute to the development and delivery of the Association's Development Strategy.
- Review development policies and procedures in line with new and updated guidance and legislation.
- Manage project budgets and expenditure. Produce regular reports on actual performance against budget to the Development & Projects Manager, internal departments and the Development and Asset Management Sub Committee (DAMSC)
- Ensure the Scottish Government & Local Authority Affordable Housing Supply Programme procedures are adhered to, relevant Guidance Notes are followed and all applications, reports and returns in relation to the Association's development and project activities are made timeously.
- Lead on communication with other departments within the Association prior to contract acceptance in order to ensure project rent levels, interest rates, repair costs and possible risks have been identified and set at appropriate levels.
- Support the Development & Projects Manager with project viability work, including the financial modelling of development opportunities.
- Support the Development & Projects Manager to progress land acquisitions that support the delivery of the Association's Development Programme.
- Manage, develop and support Development and Projects Team staff as required, to meet and promote excellence in standards for service and performance.
- Manage the funding process and put in place prior to contract acceptance funding agreements with all other agencies and Local Authorities which may be involved. Apply for funding that supports development and project activity.
- Manage design/project teams including contractors, consultants and other professionals, to deliver development and property projects.
- Lead on obtaining programme agreements, monitor investment/capital expenditure programmes and targets with the relevant funding authority or in accordance with grant conditions.
- Develop and maintain project risk registers in partnership with design/project teams, ensuring the Association's exposure to risk is considered and minimised where possible
- Liaise regularly with all affected tenants and other private owners, including shopkeepers and commercial proprietors. Ensure they fully understand any disturbance/disruption involved.
- Lead on the appointment of consultants and contractors and ensure that procurement is undertaken in line with the Association's policies and current legislation.
- Produce design briefs and wider policies and strategies as required.
- Lead on community consultation on individual projects Ensure final scheme/project plans, layouts and designs are accepted by internal and external stakeholders.
- Prepare and present reports to DAMSC for responsible projects.
- Promote a culture of performance improvements and efficiencies including maintaining and monitoring the Association's Development KPI's.
- Ensure the service works effectively with other teams.
- Ensure own continuous development and knowledge is up to date in line with sector related developments.
- Ensure the Association's Complaints procedure is adhered to and implemented as required
- Carry out any other reasonable tasks that may be requested by the Development & Projects Manager

The list above is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

PERSON SPECIFICATION CRITERIA

Essential Criteria - Applicants are required to meet all essential criteria to be considered for shortlisting. Where an essential criterion is highlighted in bold, a higher weighted score will be given to applicant's attitude in that area.

Assessment Method - Applicants should note that the method of assessing individual applications is given in the assessment column (**Ass Method**) as follows:
AF – Application Form; I-Interview, P – Presentation, PSY – Psychometric testing

SKILLS and QUALITIES

Criteria	Assessment Method	E	D
Excellent interpersonal and communication skills, able to develop and maintain effective working relationships with internal and external customers and stakeholders	AF & I	*	
Ability to produce and present clear, concise, and well-structured reports	AF & I	*	
Excellent computer literacy skills and the ability to confidently operate the Microsoft Office suite, and a range of databases/software packages	AF & I	*	
Ability to meet challenging personal and team deadlines	AF & I	*	
Strong negotiation skills	AF & I	*	
Ability to analyse and diagnose issues/inefficiencies and implement effective solutions	AF & I	*	
Ability to lead, develop and motivate a team to achieve high standards	AF & I	*	

EXPERIENCE and KNOWLEDGE

Demonstrated experience and proven track record of successful involvement with new build development projects	AF & I	*	
Comprehensive knowledge of the new build development process and housing association requirements	AF & I	*	
Comprehensive knowledge of housing construction, building processes and best practice	AF & I	*	
Experience of budgetary management and financial control	AF & I	*	
Possession of a qualification in a relevant field, or knowledge, experience and ability at an equivalent level	AF & I	*	
Experience of staff management and development	AF & I		*
Detailed knowledge of EU and Scottish procurement legislation and processes	AF & I		*
Knowledge of current issues and legislation affecting the housing movement, and housing associations in new build development	AF & I		*



PERSON SPECIFICATION CRITERIA

OTHER REQUIRMENTS

	Assessment Method	E	D
Hold a driving licence and have use of a car, insured for business use		*	
Flexibility to work out with office hours e.g. ability to attend evening meetings, community events etc		*	

OUR VALUES

Demonstration of the Values	Assessment Method	E	D
Respect - Treats everyone with empathy and kindness		*	
Inclusive – Aims to meet individual needs and recognise diversity		*	
Integrity - Acts with integrity and honesty always		*	
Improvement- Aims to continuously improve what we do to benefit our customers, staff, and stakeholders		*	
Support - Supportive in your approach to customers, staff, and stakeholders		*	



APPLICATION PROCESS

For further details and to apply online visit
www.westscot.co.uk/about-us/recruitment/.

If you require an application in another format please email
vacancies@westscot.co.uk or phone 0141 550 5600.

Late applications will not be considered. Applications submitted by email will receive an acknowledgement by return. If you would like us to acknowledge receipt of your posted application, please enclose a stamped addressed envelope with your completed application form



You should complete all sections of the application form and you will need to demonstrate how you meet **all** the essential job requirements on the person specification to be considered for an interview. Applications being completed using ChatGPT or similar AI tools will generally not be accepted and where this is suspected the application may be removed on receipt, from the process. You should also note that curriculum vitae, cover letters and supplementary material will not be considered

The West of Scotland Housing Association does not provide visa sponsorship. All applicants must have the right to work in the UK to apply for positions. Any offer of employment will be conditional upon verifying documentary evidence of right to work in the UK before employment commences.

Applicants with a disability are welcome to contact us regarding any adjustments, you require to the process.

Completed applications must be returned by 12pm on Thursday 6th November 2025

PROVISIONAL INTERVIEW DATE: Thursday 20th November 2025



EQUAL OPPORTUNITIES

We value diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the equal opportunities form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will, where possible, offer interviews to applicants with a disability who we consider meet the essential criteria.

If you are unhappy with any part of the recruitment and selection procedure, you should contact the telephone number or our email address, given in the advertisement initially.

If you are still dissatisfied, you can request and make a formal complaint using our Comments, Complaints and Compliments procedure or if an internal applicant, through our grievance process.



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

*Please read these notes carefully -
they are to help you make the best of your application.*



- 1 Preferably, applications should be completed online and if in writing then should be completed in black ink.
- 2 Please do not send in your Curriculum Vitae.
- 3 The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form. You will need demonstrated how you meet the essential job requirements to be considered for the post.
- 4 The selection panel will not make assumptions about the nature of the work from a list of job titles. It is not enough to state that you meet the essential requirement; you must demonstrate how you meet it to the panel with examples. Life experience and skills, as well as work experience may be used. Interviews will be offered to candidates who are the best fit to the post as well as meeting all the essential criteria. Where essential criteria are highlighted in bold, more weighting will be given to candidates with these attributes.
- 5 If you are short-listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail.
- 6 Candidates must declare on their application form if you are related to any members of staff, Board Member, consultants or contractors or suppliers of WSHA. This will not necessarily be detrimental to your application.
- 7 All personal details will be removed, and applications are anonymised for the short-listing process.
- 8 The equal opportunities monitoring information is kept separately and does not form part of the Selection process.
- 9 As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will offer interviews to applicants with a disability who we consider meet the essential criteria. However, in circumstances where we have a large number of applicants including a large number of applicants with a disability, interviews will be offered to those applicants with a disability that best meet the essential criteria.
- 10 We strive to be an inclusive organisation and we encourage candidates with disability to contact us if there are adjustments/assistance that we can provide to enable an application.
- 11 Please contact us if you require application information in a different format.
- 12 All interview candidates will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974, usually if invited for interview. Positions are subjected to the declaration is being completed.
- 13 Many of our positions are conditional on a Disclosure Scotland check being obtained.
Further information on applying for the correct level is provided to the successful candidate.
- 14 When sending your application as a word document, please ensure you add an electronic signature to confirm the application is true and complete.