



### Job Profile

#### Job Details

Job Title	Development Co-ordinator	Section	Wheatley Developments team
Division	Wheatley Solutions	Report to	Head of Quality and Construction
Grade	SCP 42-45	Date completed	June 2019
Disclosure Level	None required		

#### Job summary

To assist the Development Managers and senior managers in the delivery of the Group's development programme, including responsibility for programming, design development and post contract performance management of housing construction projects, from initial site appraisal to site handover. To deputise for the Development Manager when required.

#### Behaviours & Competencies

##### Our Organisational Competencies

- Think Excellence
- Think Relate
- Think Collaborate
- Think Professionally
- Think Innovate

We want our Development Co-ordinator to be able to demonstrate the following behaviours and competencies:

- Ability to manage own workload and contribute to agreed team objectives
- Adept at removing the barriers that get in the way of delivering excellent customer service
- Creating an environment of trust
- Ensure two-way dialogue with teams
- Finding creative solutions for customers
- Good listener
- Good communicator both internally and externally
- Good interpersonal and negotiating skills
- Ability to use own initiative
- Self-aware and self-motivated to realise your full potential
- Excellent time management skills
- Computer literate
- Ability to represent Wheatley Group in a positive and effective manner
- Take responsibility for delivering excellent performance results
- Good attention to detail and high degree of accuracy in work
- Committed to own personal development and continuous improvement
- Committed to pursuing excellence in line with the WHG culture and values
- Flexible, adaptable, and able to work under pressure

## Person Specification

### Experience

#### **Essential**

- Experienced in the delivery of new build affordable housing, or the delivery of construction projects, or other relevant programme management or project management experience
- Understanding of RSL Development Finance and Development Appraisals
- Experienced in cost planning, viability testing and financial management of development projects
- Experience of project managing housing/residential or other developments from initiation to completion, in line with an agreed programme
- Knowledge and track record in the delivery of development services in a results-orientated environment
- Experienced in leading and co-ordinating multi-functional consultancy teams to deliver housing/residential or other development projects
- Experienced in design, specification and implementation in development projects
- Understanding and experience of contract management
- Knowledge of legal and technical requirements of the development process
- Knowledge of Scottish Government or local authority affordable Housing Supply Programme Subsidy Guidelines, procedures, and protocol

#### **Desirable**

- Experience of programme management, reporting progress and spend
- Experience of setting targets and monitoring performance against agreed KPIs

### Qualifications

#### **Desirable**

- University Degree
- Relevant qualification in a related regeneration discipline (such as Housing, Planning, Real Estate, Surveying, Architecture, Engineering, or other related discipline)
- Membership of relevant professional body
- Full UK Driving Licence

## Job Outputs

<b>Role output</b>	<b>Includes the requirement to</b>
Supporting the Delivery of the Wheatley Group Development Programme	<ul style="list-style-type: none"><li>• Assist the Development Manager to investigate strategic development opportunities, and provide information for feasibility testing of sites to meet programme outputs</li><li>• Contribute to the updating of design briefs, development procedures etc. to ensure high quality outcomes are achieved across our projects</li><li>• Contribute to the procurement process to establish Group-wide Frameworks and ensure implementation of Framework terms and conditions within the contracts derived from these</li><li>• Set performance standards and targets, and ensure continuous monitoring and improvement of performance across the programme</li><li>• Appoint, brief and manage design teams and other professionals at appropriate stages to deliver housing development projects</li><li>• Contribute to the development and implementation of RSL and Group regeneration and asset growth plans</li><li>• Be responsible for the preparation and presentation of project submissions and bids, in line with the group programme</li><li>• Deputise for the Development Manager as required</li></ul>
Supporting Group wide Development Projects	<ul style="list-style-type: none"><li>• Assist the Development Manager to acquire strategic sites and buildings for development</li><li>• Ensure the preparation of a detailed development programme for each project in line with the agreed brief. Manage the development process through all stages from inception to completion, including handover and defects remediation</li><li>• Ensure the assessment and management of risks for each project</li><li>• Ensure that a comprehensive budget is approved for each project and advise senior managers of grant and other resource requirements; ensure that projects are delivered within the agreed budget and programme</li></ul>

	<ul style="list-style-type: none"> <li>• Assist the Development Manager to ensure effective and value-for-money procurement of development projects, in conjunction with the in-house procurement team</li> <li>• Ensure that project teams fully engage in partnering, and work with the partners to address/resolve potential disputes</li> <li>• On completion, ensure that the outputs of all projects are reviewed against targets set and contribute to the process of continuous improvement in standards</li> <li>• Maintain standards and strive for quality in every project</li> </ul>
Reports and monitoring information	<ul style="list-style-type: none"> <li>• Assist the Development Manager to produce reports to WHG management, RSL committees and Boards, in line with the Group governance requirements</li> <li>• Analyse performance and progress in projects and report regularly to internal and external stakeholders</li> <li>• Regularly review financial performance against budget for projects, and implement cost control procedures as required</li> <li>•</li> </ul>
Communications and relationships	<ul style="list-style-type: none"> <li>• Liaise regularly with site management and Clerk of Works during construction stage of all projects</li> <li>• Maintain excellent working relationships with Scottish Government, Local Authorities, funding bodies, land agents, contractors, and developers</li> <li>• Support the learning and development of colleagues</li> <li>• Engage with RSL Housing Management, Lowther Homes and Asset Management colleagues and ensure their input into the design and construction process</li> <li>• Contribute to Communities of Excellence, or similar cross corporate groups to support joint learning across the team, and with other teams, by attending meetings, making presentations, and leading on specific tasks as directed by the Development Manager.</li> <li>•</li> </ul>
Clear and consistent leadership of staff	<ul style="list-style-type: none"> <li>• Effective line management of team members including absence, disciplinary and performance management</li> <li>• Employees supported through learning and development and completion of development plans</li> <li>• Clear communication to employees of relevant organisational, divisional and team aims and initiatives</li> </ul>
Achievement of agreed targets for the Team	<ul style="list-style-type: none"> <li>• As agreed through the My Appraisal process</li> </ul>
Efficient and well managed work processes across the function	<ul style="list-style-type: none"> <li>• Value for money delivered on all outputs</li> <li>• Annual cost reductions and efficiency savings met within workstream</li> </ul>
Compliance with professional, regulatory, statutory, and corporate requirements	<ul style="list-style-type: none"> <li>• Comply with and implement all Wheatley Group policies and procedures</li> <li>• Act ethically and with integrity</li> <li>• Lead by example to strengthen our inclusive culture across Wheatley Group ensuring equality, diversity and inclusion is at heart of everything we do</li> <li>• Keep up to date with the requirements of regulatory/statutory authorities and ensure compliance with conditions of statutory approvals</li> <li>• Ensure compliance with conditions of grant funding and private borrowing</li> </ul>

### Interdependencies

- Director of Development and Regeneration
- Development Managers
- Development Project Officer
- Development Programme Support Officer
- Clerk of Works Co-ordinator
- Clerk of Works
- WHG Subsidiaries
- RSL/Locality Housing Directors
- RSL Asset Planning Managers
- Lowther Homes team