



JOB DESCRIPTION

JOB TITLE **Development Officer (Pre-contract)**

DEPARTMENT **Development & Asset Management**

Purpose of the Job

The Development Officer will manage specified, complex and challenging projects within the development programme (pre-contract stages) and work with the Head of Business Development & Acquisitions and Development Co-ordinator in order to deliver Link Group's building and rehabilitation programme efficiently and effectively in line with the Group Development Procedures.

Main Tasks

- Project Management to assist with the delivery of a substantial housing development and community regeneration programme.
- Assisting the Head of Business Development & Acquisitions and Development Co-ordinator to prepare and monitor the programme budget, including grant and private funding requirements.
- Work with the Head of Business Development & Acquisitions and the Development Co-ordinator to support the progression of appropriate land acquisition and development opportunities.
- To deliver development projects in accordance with Link Group's design and technical specification standards up to and including the pre-start meeting stage.
- Ensure the assessment and management of risk for each project.
- Undertake development financial appraisals to determine project viability, including providing recommendations to the Development Co-ordinator and the Head of Business Development & Acquisitions.
- Ensure consultants and contractors are appointed in accordance with Link's Frameworks and Development Procedures and ensure performance is monitored and reviewed at the appropriate pre-contract stages.
- Ensure contract management procedures comply with statutory requirements and best practice.
- Provide written, verbal and numerical reports as required by the Development Co-ordinator and the Head of Business Development and Acquisitions.
- Contribute to and produce both standard and non standard Board Reports in relation to development projects.



- Attend evening meetings as required to meet the needs of the Development Projects.
- Liaise with local communities, funders, professional consultants and other stakeholders from project inception to pre-start stage.
- Ensure the Development Project Database is updated monthly.
- Ensure the Development Finance records and Capital Expenditure spreadsheet are updated in line with procedures and as required.
- Contribute to the updating of Design and Technical Briefs, Development Procedures, etc. to ensure high quality outcomes are achieved across our projects.
- On completion of all pre contract stages ensure that a handover stage meeting is held with the designated post contract Development Officer and Clerk of Works to enable a seamless handover to the Post Contract Development Team.
- To comply with the Link Group Health & Safety Policy, reporting any matters of concern to the Health & Safety Officer, Representative or line manager.
- To actively promote the Equality & Diversity Policy and practice in all aspects of the job role as it relates to colleagues, tenants, service users, contractors, consultants and external agencies.
- There may be a requirement to project manage projects through the post contract phase as required, determined by workload and Line Manager.
- To carry out other duties, within the scope of the job, and to meet the needs of the business.

RELATIONSHIPS

- Link Group and subsidiary staff
- Line Manager, Head of Business Development & Acquisitions, Development Manager, Director of Development & Asset Management and other team members
- Grant providers
- Local Authorities and other external agencies
- Consultants, contractors and advisors
- Local communities and groups

ACCOUNTABILITY

The Development Officer will report to the Development Co-ordinator.



TERMS OF EMPLOYMENT

The post will be based in the Falkirk Office but work throughout Link's areas of operation and may be relocated to any of Link's offices should a business need arise.

Hours of work are 35 per week, worked flexibly and some out-of-hours is required.

The post holder will be expected to hold a full UK driving licence and have access to a vehicle.

Link provides Development Agency Services to a number of organisations which may result in the jobholder working from a range of locations.

PERSON SPECIFICATION

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Good standard of education	✓		Application
Educated to degree Level		✓	Application
Relevant qualification in a related discipline e.g. Housing, Planning, Surveying, Architecture, Engineering, Project Management or other related discipline.		✓	Application
KNOWLEDGE & EXPERIENCE & SKILLS			
An understanding of and a strong commitment to the principles of customer service	✓		Application & Interview
Knowledge and experience of project management principles and practice	✓		Application & Interview
Knowledge and experience in all aspects of housing development projects from inception to site start	✓		Application & Interview
Computer literate with intermediate knowledge of MS Office Suite	✓		Application & Interview
Ability to produce accurate business reports	✓		Application & Interview



Knowledge of legal and technical requirements of the Development process		✓	Application & Interview
Understanding of RSL development finance and development appraisals		✓	Application & Interview
Experienced in leading and co-ordinating multi functional consultancy teams to deliver housing development projects	✓		Application & Interview
Knowledge of Scottish Government or Local Authority Affordable Housing Supply guidelines, procedures and protocols	✓		Application & Interview
Working with tenants' groups and owners		✓	Application & Interview
Experience of project development with either a housing association, local authority or relevant experience in building construction	✓		Application & Interview
Experience in cost planning, viability testing and financial management of development projects	✓		Application & Interview
SKILLS/PERSONAL QUALITIES			
Excellent Communication skills both oral and written	✓		Application & Interview
Planning & Control	✓		Application & Interview



Good Negotiation and Interpersonal Skills	✓		Application & Interview
Good standard of numeracy skills	✓		Application & Interview
Flexible, adaptable & able to work under pressure.	✓		Application & Interview
Ability to manage own workload and contribute to agreed team objectives	✓		Application & Interview
Ability to represent Link Group in a positive & Effective manner with internal and external stakeholders	✓		Application & Interview



COMPETENCY MANAGEMENT FRAMEWORK	(ALL ESSENTIAL) ASSESSED AT INTERVIEW
<p>COMMUNICATION</p> <p>Communicates ideas and information effectively, both verbally and in writing, ensuring messages are clear and understandable. Shares information openly and encourages a two way dialogue. Use appropriate language and style that is both relevant to the situation and to the people being addressed.</p>	
<p>CUSTOMER CENTRED APPROACH</p> <p>Puts the person at the heart of the service and is able to understand both internal and external customers and service users' needs. Recognises that customers and service users are unique. Takes personal responsibility for securing the satisfaction and well-being of customers and service users. Encourages and maintains open, positive relationships with a wide range of people. Listens and communicates assertively to ensure mutual understanding.</p>	
<p>INNOVATION</p> <p>Constantly strives to evaluate, question and improve how things are done. Views improvement as a continuous process. Creatively explores and applies innovative approaches to improve the quality and delivery of services.</p>	
<p>WORKING TOGETHER</p> <p>Willingness to participate and contribute effectively to the team effort. Will put own interests aside when appropriate to meet the needs of the team.</p>	
<p>LEADERSHIP</p> <p>The ability to lead, inspire and encourage others to meet business objectives whilst providing a clear vision and sense of purpose in all activities. Actively participates and contribute towards Project Teams, Committees and other working groups. Is supportive of colleagues, including secondees, placements and new employees.</p>	
<p>PERSONAL EFFECTIVENESS</p> <p>Takes personal responsibility for making things happen and achieving results. Presents ideas clearly and persuasively. Willing to take responsibility in challenging circumstances or when things go wrong. The ability to recognise and control own emotions and to respond to situations objectively, even when under pressure. The self-confidence and flexibility to adapt own response to suit the needs of the situation or to respond flexibly depending on the other persons' approach.</p>	
<p>PROBLEM SOLVING AND REASONING</p> <p>The ability to identify and resolve problems by gathering and analysing information from a range of sources, and make informed and effective decisions. Draws appropriate conclusions and considers the consequences of these decisions.</p>	
<p>INFORMATION SYSTEMS</p> <p>A functional understanding of Link's core information communication technology – including Microsoft Office, Google Mail and File Stream systems and department IT systems. Ability to access and use personal computer software for effective communication and the management of information. Has a basic knowledge of PCs, including keyboard skills and will take active steps to update personal computer literacy skills and to support others when required.</p>	



SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

This is a summary of the general terms and conditions of employment of Link Group employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Hours	35 hours per week, normally worked Monday to Friday, however flexible working arrangements will be considered.										
Contract	Permanent.										
Location	Falkirk.										
Salary	Salary will be dependent on skills and experience. Salaries are paid on the last Friday of each month.										
Annual Leave	Annual leave is equal to 35 days per year (including public holidays), rising to 40 days after 5 years' service.										
Pension	<p>Link is required by law to automatically enrol eligible employees to its pension scheme. Auto-enrolment rates from 1 April 2019 are:</p> <ul style="list-style-type: none"> •Link: 5% of basic salary •Employee: 3% of basic salary <p>Employees can opt to increase their contributions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Employee:</td> <td style="width: 12.5%;">4%</td> <td style="width: 12.5%;">5%</td> <td style="width: 12.5%;">6%</td> <td style="width: 12.5%;">7%</td> </tr> <tr> <td>Link:</td> <td>6%</td> <td>7%</td> <td>8%</td> <td>9%</td> </tr> </table>	Employee:	4%	5%	6%	7%	Link:	6%	7%	8%	9%
Employee:	4%	5%	6%	7%							
Link:	6%	7%	8%	9%							
Life Assurance	Link provide a Death-in-Service Benefit Scheme [subject to eligibility], providing beneficiaries with up to the value of four times your annual salary										



Travel	Authorised out of pocket travel expenses are reimbursed. Business car miles rate is currently 45p per mile. Authorised passenger rate is currently 5p per mile.
Flexitime	Link offers a non-contractual Flexitime Scheme, details of which are outlined in the Flexitime Policy (as amended from time to time).
Probationary Period	All new employees are required to complete a 6-month probationary period.
Support and Supervision	All staff will participate in our Performance Management System, which includes at least three formal Review Meetings with your line manager.
Smoking	All Link group offices operate a NO SMOKING POLICY. Dependant on your role, you may have to work with people who use our services where there could be an exposure to passive smoking.
Health & Safety	Link promotes a healthy working environment and achieves this aim by supporting an active, staff-led Health and Safety Committee.
Health Care Cash Plan	A non-contributory Healthcare Cash plan scheme for employees and children under 18 years old. [Option to include partners]



Data Protection Information Sheet

You have been asked to consent to Link processing your personal and sensitive data for legitimate purposes. This document will explain what this means.

What's the difference between personal data and sensitive data?

Personal data is any information about an individual which could be used to identify them using the data, for example:

- Name
- Address
- Date of Birth
- Employee Reference Number
- National Insurance

Sensitive data is any data which could be used in a discriminatory way, for example:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership
- Physical or mental health condition
- Sexual life
- Commission or alleged commission of offences

What is processing?

The term "processing" covers every action associated with data, including;

- Obtaining
- Retrieving
- Altering
- Organising
- Sharing
- Deleting

In what circumstances might my personal or sensitive data be shared?

Legally, Link must share your details with Her Majesty's Revenue and Customs, the Department of Work and Pensions and any relevant Regulatory Bodies. All staff members are auto-enrolled in the Link pension scheme and with Westfield Health.

A pre employment health check is conditional of your employment therefore you will be required to complete a pre employment medical questionnaire and send to our Occupational Health Providers.



If at some point during your employment you require an Occupational Health visit, Link will share details of your health as part of the referral.

Link will also use staff data for reporting purposes and providing statistical analysis, however in this instance information cannot be attributed to individual staff members



Link Group

Limited is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 1481 R(S), Registered Office: Link House, 2c New Mart Road, Edinburgh, EH14 1RL. It is a Charity registered in Scotland, Charity Number: SC001026 and a Registered Social Landlord with the Scottish Housing Regulator, Registration Number: HAL 148. © Link Group 2015.