



Job Description

Job title: Development Manager

Responsible to: Regional Development Manager

Purpose of the post: To assist the Regional Development Manager in the delivery of a programme of new homes in line with Hastoe's business plan and within cost limits and timescales.

Key areas of responsibility:

1. Inspect and appraise new development schemes in line with the Group's development programme.
2. Work with the Regional Development Manager and programme management team to prepare land and Section 106 bids.
3. Prepare development management proposals for key stakeholders and partners.
4. Secure planning permissions and other statutory approvals for new projects.
5. Appoint consultants and professional services to ensure new projects are appropriately managed.
6. Ensure Hastoe fulfils its duties as Client under the Construction (Design & Management) Regulations where applicable on individual projects.
7. Brief consultants and contractors in accordance with the Group's design standards and coordinate the activities of consultants, contractors and others during the acquisition and development of sites and buildings.
8. Recommend, tender and negotiate the appointment of consultants and contractors.
9. Monitor the progress of building works and oversee consultants, Clerks of Works and others to ensure that completed projects remain within budget and meet the required standards, timetables and the requirements under building contracts.



10. Work with the Regional Development Manager and Programme & Compliance Manager to bid for and negotiate grant funding and progress schemes through the Homes England IMS system.
11. Prepare and make formal and informal presentations to local authorities, parish councils, landowners and others to promote the Group, maintain contacts and obtain new business opportunities.
12. Liaise with the Sales team to ensure schemes are built to an appropriate specification and that appropriate marketing material is made available.
13. Comply with Standing Orders and Financial Regulations and undertake internal liaison with all other sections and departments within Hastoe.
14. Liaise with both housing management and property service sections of Hastoe to ensure that their requirements are met and that all changes to specification and/or timetables are agreed by all parties and comply with procedures.
15. Carry out other duties as may be reasonably assigned from time to time, should such duties be compatible with the level of this job description.

Organisational responsibilities:

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

This job description is an accurate reflection of the duties of the post at the time of writing but may be changed from time to time to meet the changing requirements of Hastoe.



Person specification

Attributes	Essential	Desirable
Education and training	<ul style="list-style-type: none"> • Educated to 'A' Level standard or equivalent. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • A construction related qualification.
Skills and experience	<ul style="list-style-type: none"> • Previous experience of working within the building sector, with a thorough knowledge of the related regulations and legislation. • Experience of developing schemes (rural schemes desirable). • Experience of negotiating with land owners, agents and developers to acquire land and new homes and build contracts. • Experience of obtaining planning permissions and negotiating legal contracts in relation to development; S106, S38, S104, Nomination Agreements etc. • Experience of contract management. • Experience of the Homes England funding regime. • Excellent verbal and written communication skills. • Meeting budgets and deadlines. • Able to analyse information to make decisions and recommendations. • Computer literate. 	<ul style="list-style-type: none"> • Good presentation skills. • Well-developed IT skills. • Well-developed negotiating and influencing skills.
Personal qualities	<ul style="list-style-type: none"> • Customer Inspired: A positive approach to customer service (for both internal and external customers). • Open and Transparent: Able to listen, learn and improve. • Professional: Able to take ownership of your actions and cope well under pressure. • Passionate: Able to go the extra mile to find solutions and meet deadlines. • Enterprising: Willing to seek new learning experiences. • Understanding of and interest in the housing development field. • Self-motivated to complete tasks/projects and to work to high standards. 	<ul style="list-style-type: none"> • Ability to engender confidence in others by leadership and problem solving skill. • Empathy with the aims of the social housing sector and Hastoe Housing Association.



	<ul style="list-style-type: none">• Able to use own initiative and work with minimum supervision.• Able to build and maintain good working relationships with a range of people.• Flexible approach to overcoming obstacles and opposition.• Understanding of and commitment to achieving Equal Opportunities in relation to staff management and service delivery.	
Personal Circumstances	<ul style="list-style-type: none">• Able to undertake the necessary travel throughout the relevant region.• Able to visit and inspect construction sites.• A valid UK driving licence.• Able to work outside of normal office hours.	