

Development Coordinator

Role profile

JOB PURPOSE

Coordinate and manage the administration activities to support development team to deliver its plans, providing a first line check for audit and compliance on all construction phases of each scheme.

Support the promotion and communications of new properties into to the operational management of day to day business.

Inputting data to monitor cashflow in a timely manner and highlighting trigger points to avoid delays and supporting contract compliance.

ROLE DIMENSIONS

Maximum of 10 scheme's live at any one time

4 x monthly meeting minutes

Weekly Development of IT system (Sequel)

KEY RELATIONSHIPS

Reports to: Asset & Development Partner

Line manages: N/A

Team: Development

External: Contractors, LA, housing strategy and Planning, environment roads and facilities. WGov – grant dept. Property Consultants, Architects, Engineers, Designers

Internal: H&S, Communications, Head of Neighbourhoods, Homefinder team, Finance (Service charges and utilities), IT team.

FOCUS & KEY RESPONSIBILITIES

Collate data and support in the preparation of grant applications and to respond and manage information needed to meet grant stages drawing down of funds

Support the administration and coordinate activities for consultation, briefing and monitoring of all development activities.

Support the development team in collating and generating data for reporting internally and externally

Once a property is in management ensure set up of new properties and assets are built into systems (IT, Finance, Utilities Bills for empty homes, service charges, tenant liaison, after care

services etc and ensuring that servicing and maintenance regimes are put in place for new properties.)

Proactive administration to ensure key documents is in place for the audit and compliance contractors and support in delivering the client duties under CDM regulations.

Administer and manage accurate input and retention of all data into the Development system (Sequel) for monitoring of financial viability and ensuring contract compliance.

Efficient administration of pre contract, during construction and post contract documentation (legal agreements, warranties, service charges, valuations, recommendation etc).



Person specification

QUALIFICATIONS

The term built environment refers to the human-made surroundings that provide the setting for human activity, ranging in scale from buildings to parks. It has been defined as "the human-made space in which people live, work, and recreate on a day-to-day basis."

A recognised qualification relating to the 'Built Environment' is desirable but not essential.

EXPERIENCE

Essential

- Previous experience of delivering a high level administration service to a diverse team of people
- Experience of coordinating a range of tasks at any one time with colleagues of all levels across different teams
- Experience of working within set parameters and procedures
- Experience of data input, retrieval and manipulation from bespoke IT systems
- Experience of working to deadlines and managing a busy workload

Assessed by:

Application (A) /
Interview (I)

A/I

A/I

A/I

A/I

Desirable

- Experience of working within a housing, property or development related field
- Experience of liaising with contractors and partners on a range of development related matters

A/I

A/I

KNOWLEDGE AND SKILLS

Essential

- Knowledge of Microsoft Word and Excel (intermediate level)
- Ability to work under own initiative to ensure deadlines are met and projects are progressed
- Effective minute-taking skills
- Excellent organisational skills and attention to detail
- Well-developed communication, relationship management and customer service skills

Assessed by:

Ability test (AT)

A/I

I

A/I

I

Desirable

- Knowledge of how contractors work, health and safety and development regulations

I