

Development Assistant

Salary £19,647 to £23,114 per annum

Thank you for requesting our job application pack for the above vacancy. Specific details of the job are given below.

If you have any queries about information in this job please contact the HR Section (Tel 01792 479254).

Please answer all questions in the job application form. Do not enclose a CV as this will not be included in the selection process.

- Base of work will either be High Street, Swansea or Windsor Road Neath. You may also be required to work from other sites/locations as directed by the Senior Project Manager
- Hours of work:
 - Full time post **35 hours per week**
- Full driving licence and access to a vehicle is required
- Prior to appointment all successful job applicants are required to provide proof of their legal eligibility to undertake this type of work in the UK
- If successful at interview the Group will take up 2 references which must be satisfactory to us
- Probationary period – 6 Months
- Closing Date : **10am 18th February 2019**
- Interview Date : **Wednesday 6th March 2019**
 - For an informal chat contact **Senior Project Manager – Adam Roberts on 07867451283**

GENERAL CONDITIONS OF EMPLOYMENT

Working Hours

- Monday to Friday
- hours can be worked flexibly by arrangement
- (e.g. 9 day fortnight or working 08.00 – 16.00 with ½ hour lunch)

Salary

- paid 28th of each month
- spot salary
- cost of living award made 1st April annually

The starting salary may be at the lower end of the advertised range. Where this applies, the highest end of the salary range will be introduced when all aspects of the job description/development plan are met.

The following are also available where appropriate

- company sick pay
- payment of overtime *by agreement*
- reimbursement of travelling expenses
- Christmas savings scheme

Pension

- final salary pension scheme (available for contracts over 12 months)
- Group contributes 14.8%
- employee contributes between 7.8% - 9.8% dependent on age
- or**
- defined contribution scheme
- Group contributes 5%
- Employee contributes 5%

Due to Government legislation we are now required to auto-enrol all eligible members of staff into a pension scheme- this will be the defined contribution scheme

Permanent Health Insurance

- non-contributory permanent health insurance scheme (*after 5 years service*)

Holidays

- Holidays start at 25 days per year (pro rata)
- 8 bank holidays plus additional 2 days at Christmas

Health and Safety

- safe working environments and practices
- all safety regulations must be observed
- all necessary safety equipment and protective clothing provided

Diversity

- we are committed to promoting fair treatment for staff, clients and tenants and will not tolerate discrimination in any form

Training and Development

- excellent training opportunities offered, both in-house and externally
- sponsorship and day release available for professional training and fees
- sponsorship available for vocational courses in own time
- secondments offered within the Group
- one professional subscription fee paid per employee
- study and exam leave awarded for exams

Environment

- we are committed to green issues, purchasing environmentally friendly and recycled products where possible
- we recycle paper, cardboard, cans and plastic and encourage our tenants to do the same
- we use Fair-Trade tea, coffee and sugar in offices

Development Assistant



Job Description: Development Assistant

Accountable to: Senior Project Manager

Base of work: The base of work will be the Group's headquarters, although you may be required to work from other offices/sites if the job requirements dictate this.

Overall purpose

To provide support and assistance in the running of the Development Department, including Project Management support on projects as a key duty. To provide a responsive and informative point of contact on a range of issues across the development department.

Duties & Responsibilities

- To assist the Project Managers and others in the department with the delivery of the Development Programme, having regard to risk, issues, programme and cost.
- To be responsible for the setting up and maintaining all manual and computerised recording, statistical and filing systems in connection with the Association's Development Programme and the activities of the department, including, but not limited to:
 - Records of details of property purchases, costs and grant submissions to various funding agencies
 - Land and property purchases, records of the various stages of approval received and comprehensive records of all formal building contracts
 - The updating and checking of all audit and security files
 - The updating and monitoring of all archived documentation
- To maintain and update the list of Association's contractors and consultants, including:
 - Preparing and maintaining a Contractor register including recent cost and performance information
 - Checking and vetting of new applicants
 - Regular review of firms appointed to the panel
 - Preparing summary reports for the Head of Development on tender and contract performance
 - Requesting credit report and account information and liaising with colleagues in Finance to undertake the necessary financial checks
- To act as co-ordinating officer for the department in connection with defects on properties recently handed over. This will involve:

- Recording and monitoring of progress
 - Liaison with tenants, Building Quality Inspectors, Maintenance other departments of the Association, and external contractors
 - Preparation of summary reports on a weekly and monthly basis
- To assist the Director of Development and Head of Development in the preparation of reports for the various committees and meetings set up by the Association
 - To support the wider development team including Pennant in general administration which could include, but not limited to:
 - Organising the execution of legal documents, section agreements, leases etc.
 - Issuing formal appointment letters to Consultants
 - Administrating the Collateral Warranty agreements and coordinating the execution process
 - To undertake general clerical and administrative duties in connection with the development processes including.
 - As and when required to attend meetings and take notes and circulate as necessary.
 - Offer advice and information relating to the operation and activities of the department, including handling general enquiries for members of the public, tenants, other departments and outside agencies.
 - To support the Commercial Department in carrying out their duties in the general management of their portfolio.
 - Provide clerical support to members of the department in carrying out their duties such as organising meetings with internal and external parties
 - To assist in the managing of projects as and when required by the Senior Project Manager
 - To comply with the Health and Safety regulations and the Group's working procedures
 - Use systems thinking as our method of continuous improvement and self-assessment, and encourage creativity and fresh ideas for current and future service delivery
 - Have an awareness of, and commitment to, your own personal development needs
 - To treat colleagues and clients in a fair and non-discriminatory way
 - To carry out any other duties reasonably requested by the Group

This is not exhaustive and may change to meet the needs of Coastal Housing Group

Essential	Desirable	Development Assistant Person Specification	
Qualifications & Experience			
✓		▪	Work experience in Development environment, or a relevant academic qualification.
	✓	▪	Possess or working towards a recognised relevant professional qualification.
✓		▪	Experience of general written and oral reporting.
	✓	▪	Previous experience of residential development.
✓		▪	Experience of working with the general public and a wide range of client groups.
✓		▪	Practical experience of a customer or solution focused service.
✓		▪	Computer literate and able to use a range of software including Access, Word and Excel; analyse and report on information gathered.
Skills and Knowledge			
✓		▪	Excellent communication skills with the ability to listen, negotiate, mediate and influence
✓		▪	Able to work collaboratively with stakeholders
✓		▪	Organised and analytical approach
	✓	▪	Ability to collate, analyse and present management information
Personal Qualities			
✓		▪	Professional and ethical approach to work
✓		▪	Ability to cope in a pressurised working environment and work to deadlines
✓		▪	An adaptable approach and willingness to learn
✓		▪	Demonstrate a proactive approach to problem solving
✓		▪	A receptive and adaptable approach to change, with an openness to new ways of doing things
✓		▪	Driven to achieve results with high standards and expectations of service delivery
✓		▪	Places value on working well as part of a team
✓		▪	Able to work effectively with internal and external stakeholders
✓		▪	Able to work independently and on own initiative
General			
✓		▪	Organise and attend off site meetings which may be held outside office hours as and when necessary
✓		▪	Commitment to personal development and developing the role
✓		▪	Awareness of wider implications of both own and the Development departments functions and activities
✓		▪	Full driving licence and access to a vehicle