



JOB DESCRIPTION

Respond is the largest housing association in Ireland providing social housing and homeless services. We are building our team of people with ambition and ability to achieve our aim to meaningfully address the housing and homelessness crisis Ireland.

Role:	Development Department Assistant
Location:	High Park , Dublin
Reporting to:	Head of Development
Job Purpose:	To provide administrative support to the development team to achieve its outcome. The successful applicant will have significant experience in organisation and clerical support in a property development environment. They will have excellent planning and organisational skills, a keen attention to detail and an ability to work under pressure when required.

Responsibilities

1. Property Development

- a. To undertake administrative duties to support the Head of Development and teams within the Development Department to include correspondence, file management, etc
- b. Follow up on actions assigned at project meetings
- c. Support where possible the team provision of development service
- d. Monitoring and redirecting communications by telephone, email and other electronic means
- e. Any other administrative duties that may be requested from time to time.

2. Quality & Standards

- a. To provide a consistently outstanding service, at agreed quality levels, making a real difference to the development team
- b. Assist the team in progressing cases to the required building and regulatory standards

3. Financial

- a. Ensure all records relating to projects are up to date and in accordance with the standards required
- b. Provide consistent and accurate defined reports to line managers on the work performed as required .

4. Management

- a. Organising team and other internal and external meetings, including the keeping of records and assisting in the preparation of reports.
- b. Ensure project managers are updated on all issues in your area of responsibility
- c. Report any issues of concern relating to the implementation of development plans
- d. Engage as an effective member of the development team

Skills Required

- Minimum of leaving cert or equivalent
- 2 to 3 years experience in an office environment
- Experience in dealing with the public or in a customer facing role
- Some operational experience in a building / development environment
- Strong knowledge and experience of building processes and regulatory requirements
- Developing and successfully managing relationships with partners, external stakeholders, funders and service providers.
- A knowledge or a good understanding of the planning process and Irish or British building regulations will be a distinct advantage.
- Excellent organisational and planning skills with a good attention to detail
- Excellent interpersonal and communication skills in English
- Strong influencing with strong verbal and written communication skills
- Good computer literacy including proficiency of the MS Office suite

Competencies Required

- Analysis and Planning
- Leadership Capability
- Influence up and down
- Results focussed
- Customer Focus / Advocacy
- Commercial Orientation