



## 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.**

<b>Role:</b>	<b>Deputy Head of Development</b>
<b>Location:</b>	<b>High Park, Dublin</b>
<b>Reporting to:</b>	<b>Head of Development</b>
<b>Terms:</b>	<b>Permanent Contract</b>
<b>Job Purpose:</b>	Deputises for the Head of Development and oversees the management and delivery of development projects in line with statutory compliance, best practice

### **Job Specification:**

#### **1. Property Development**

- a) Deputise for the Head of Development as required
- b) Assist in the development, implementation & monitoring of organisation development programme in line with the corporate strategy to underpin service excellence and long-term sustainability
- c) Identify, investigate, analyse and deliver development opportunities, including innovative solutions using exercise sound business judgement,
- d) Prepare property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies)
- e) Oversee property development projects, including due diligence processes; stakeholder, consultant and contractor negotiation and liaison; risk mitigation; and delivery within approved budget
- f) Undertake role a representative of Respond with all relevant agencies and stakeholders as required.

#### **2. Quality & Standards**

- a) Manage accurate and comprehensive documentation including funder, consultant and contractor agreements
- b) Prepare timely, accurate & professional (internal and external) reports
- c) Coordinate with Asset Management Team the management of new property assets and whole & lifecycle costings
- d) Prepare timely, accurate & professional (internal and external) reports

- e) Maintain compliance with relevant legislation and contractual obligations
- f) Maintain the general administration, governance, statutory compliance, quality assurance and protocol compliance, risk management and financial/budgetary compliance of development projects.
- g) Ensure that appropriate Health and Safety procedures are adhered to by consultants and contractors including relevant handover of Safety files and coordination of O&M training
- h) Ensure records are maintained in line with the Associations IT packages – ActiveH, AutoCAD etc. Maintain working knowledge of Respond's IT systems.

### **3. Financial**

- a) Assist in procurement, assessment and appointment of project Design Teams, Contractors etc. in accordance with relevant frameworks
- b) Assist in procurement and preparation of tender documents for new build
- c) Coordinate work of external consultants and delegate responsibilities to other technical staff as directed by the Head of Development
- d) Prepare plans for projects, manage applicable projects and administer contracts, keep logs and accurately input, track, analyse and progress of work programmes

### **4. Management**

- a) Develop and maintain effective relationships with relevant stakeholders.
- b) Liaise with internal department and other stakeholders to progress development proposals.
- c) Contribute to strategy, management, decision-making and capacity building Maintain excellent relations with all stakeholders including government organisations, local authorities, developers, funders/financiers, contractors, other housing bodies etc.
- d) Undertake any other work, as directed by the Head of Development, associated with progressing programme & priorities for the Development Department.
- e) Liaise with and present reports within & outside the organisation as directed by the Head of Development and/ or by the CEO manage accurate and comprehensive documentation including funder, consultant and contractor agreements
- f) Provide leadership so the project team achieves its full potential
- g) Effectively manage and develop the talent in the team.
- h) Build good relationships and effective co-operation with relevant internal teams

### **Person Specification**

#### **Qualifications**

Relevant 3<sup>rd</sup> Level Qualification can include:

Chartered Architect, Planning & Property Valuation, Chartered Town Planner, Property Investment or Chartered Quantity Surveyor – MSCSI, MRICS or equivalent

#### **Experience**

- 10 years post-graduate experience in development, cost management, PPP projects, construction, risk management and strategic public procurement
- Project management experience
- Proven record of delivery of cost effective services to customers, delivering a comprehensive and expanding range of services to meet stakeholder needs.
- Proven leadership skills with a record of achievement and empathy for residents.

- Developing and successfully managing relationships with partners, external stakeholders and funders

### **Skills**

- Contract document preparation in accordance with requirements of RIAI, GCCC and CWMF; Project Management, Cost Control and Contract administration including dispute management & resolution,
- Evidence of continued professional development over the course of this work period including learning/training in relation to current legislation, construction regulations, safety health and welfare, procurement and contract administration.
- Proven leadership skills with the ability to inspire change, motivate and develop staff at all levels, and to deliver consistent success
- Excellent organisational and planning skills. Ability to deal effectively with competing demands.
- Excellent influencing skills with strong verbal and written communication skills.

### **Competencies**

- Strategic Analysis.
- Analysis and Planning.
- Leadership Capability.
- Influence up and down.
- Results focused.
- Customer Focus.
- Commercial Orientation.