



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 Co Ordinator
Location:	High Park, Dublin
Reporting to:	Head of Development
Terms:	Permanent Contract
Job Purpose:	Oversees the management and delivery of development projects in line with statutory compliance, best practice

Job Specification

1. Property Development

- a) Assist in the development, implementation & monitoring of organisation property strategy to underpin service excellence and long-term sustainability
- b) Identify, investigate and analyse development opportunities, including innovative solutions using exercise sound business judgement,
- c) Prepare property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies)
- d) Oversee property development projects, including due diligence processes; stakeholder, consultant and contractor negotiation and liaison; risk mitigation; and delivery within approved budget

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) Maintain compliance with relevant legislation and contractual obligations
- e) Maintain the general administration, statutory compliance, quality assurance and protocol compliance, risk management and financial/budgetary compliance of development projects.
- f) 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
- g) 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 as required
- d) Prepare plans for projects, manage and administer contracts, keep logs and accurately input, track, analyse and progress of work programmes.

4. Management

- a) Contribute to maintain excellent relations with all stakeholders including government organisations, local authorities, developers, funders/financiers, contractors, other housing bodies etc.
- b) Assist to develop policies and protocols for the Development Department
- c) Undertake any other work, as directed by the Head of Development associated with progressing programme & priorities for the Development Department.
- d) Prepare and present reports within & outside the organisation as required
- e) Provide leadership so the project team achieves its full potential
- f) Build good relationships and effective co-operation with relevant internal teams

Person Specification

Qualifications

Chartered Architect, Chartered Planner & Property Valuation Chartered Quantity Surveyor – MCSI, MRICS or equivalent
Project management experience

Experience

- 5 years post-graduate experience in development, cost management, PPP projects, construction, risk management and strategic public procurement
- Proven record of delivery of cost effective services to customers, delivering a comprehensive and expanding range of services to meet customer 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.