



JOB DESCRIPTION

Respond is the largest housing association in Ireland providing social housing and homeless services. Our vision is that ‘every family and individual in Ireland will have high-quality housing as part of a vibrant and caring community’. We are growing rapidly in response to the housing crisis and are now looking for the right person who has the passion and skills to help us realise our vision.

Role:	Development Manager
Location:	Dublin
Reporting to:	Head of Development
Terms:	Permanent Contract – Full Time (Mon to Fri)
Job Purpose:	To manage and oversee defined projects to delivery in line with statutory compliance and best practice. To assist the Head of Development in the delivery of Respond development programme.

Core duties and responsibilities:

Property Development

- Assist in the development, implementation & monitoring of organisation property strategy to underpin service excellence and long-term sustainability
- Identify, investigate and analyse development opportunities, including innovative solutions using exercise sound business judgement,
- Prepare property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies)

- Oversee property development projects, including due diligence processes; stakeholder, consultant and contractor negotiation and liaison; risk mitigation; and delivery within approved budget

Quality & Standards

- Manage accurate and comprehensive documentation including funder, consultant and contractor agreements
- Prepare timely, accurate & professional (internal and external) reports
- Coordinate with Asset Management Team the management of new property assets and whole & lifecycle costings
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- reporting & achievement of the measureable agreed customer service standards in line with agreed quality levels and communicate them to the teams
- Maintain compliance with relevant legislation and contractual obligations
- Maintain the general administration, statutory compliance, quality assurance and protocol compliance, risk management and financial/budgetary compliance of development projects.
- 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
- Ensure records are maintained in line with the Associations IT packages – ActiveH, AutoCAD etc. Maintain working knowledge of Respond's IT systems.

Financial Control

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

Managing Delivery

- 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.
- Assist Head of Property to develop policies and protocols for Property Department
- Undertake any other work, as directed by the Head of Property, associated with progressing programme & priorities for the Property Department.
- Liaise with and present reports within & outside the organisation as directed by the Head of Property and/ or by the CEO manage accurate and comprehensive documentation including funder, consultant and contractor agreements
- Provide leadership so the project team achieves its full potential
- Effectively manage and develop the talent in the team.
- Build good relationships and effective co-operation with relevant internal teams
- Any other relevant duties that may be assigned from time to time

Person specification:

Qualifications	Essential	Desirable
Chartered Architect, Planning & Property Valuation 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	✓	
5 years project management experience	✓	
Proven leadership skills with a record of achievement of delivery.	✓	
Skills and Behaviours		
Good organisational, planning and problem solving skills.	✓	
Good written and oral presentation skills	✓	
Developing and successfully managing relationships with partners, external stakeholders and funders	✓	
Contract document preparation in accordance with requirements of RIAI, GCCC and CWMF; Project Management, Cost Control and Contract administration including dispute management & resolution	✓	
Attention to detail and ability to work under pressure	✓	
Strong negotiation skills whilst being empathetic and customer focused	✓	
Excellent influencing skills with strong verbal and written communication skills.	✓	
Analytical; and comfortable with interpreting data	✓	
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		✓