

# Tawd Valley Developments Limited

## Development Project Officer

### Role profile

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**Reports to:** Development Project Manager

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**Responsible for:** Currently no direct line management responsibility

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**Purpose of the role:**

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Reporting directly to the Development Project Manager you will be working as part of the Tawd Valley Development team to assist them in all elements of the project management and administration of affordable housing developments, housing for the private market, and other forms of commercial development ensuring projects are delivered on time, to specification and with due regard for value for money and social value.

You will deliver excellent customer service to all stakeholders including new customers, Homes England, Local Authorities, internal colleagues, external consultants and contractors.

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**Core tasks and responsibilities:**

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- To support in the delivery of the company's Development programmes diverse range of housing and non-housing development projects through the stages of design, predevelopment, development, and post-completion.
- To provide project management support of development projects, ensuring their delivery meets agreed objectives, within time and budget and is produced to a high standard whilst maximising value for money and social value.
- Collaborate with colleagues, consultants, and contractors to support decision-making in relation to products and materials required to complete works successfully.
- Communicate regularly with all relevant stakeholders, before, during and post completion of works, being clear on the details of the works and expected timescales, to also include legacy projects post completion.
- Support and manage delivery of day-to-day works to ensure they are carried out in line with required standards, as well as relevant legislation and compliance requirements, such as building regulations, planning, procurement and Homes England capital funding guide.
- Ensure contractors deliver to full specification of works as agreed, identifying and managing contractor performance issues through to resolution.

- Work with colleagues in the business to respond to and resolve any customer requests.
- Supporting the Director of Development, Head of Finance and Development Project Manager with maximising financial subsidy associated with our schemes and managing the funding with the relevant organisation/agency e.g. Homes England.
- Assist the Director of Development and Development Project Manager in preparation of Board Reports, ensuring Board approval has been obtained at relevant points in the development process.
- Carry out any other reasonable related duties assigned by the Executive Management Team or Development Project Manager.
- To undertake all work in accordance with the company's policies and procedures.

## Person specification

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### Knowledge and experience:

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- A development, housing or property related qualification (desirable)
- Experience of project managing projects, either directly or in partnership with other organisations, including the administration and accurate record keeping required.
- Experience of successfully managing a multi-disciplinary team.
- Experience of generating and maximising the social value associated with development projects.

### Skills and abilities:

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- Excellent organisational and planning skills
- Excellent attention to detail
- Excellent verbal and written communication skills, with the ability to present complex information clearly.
- Good data presentation skills
- Good interpersonal skills, with the ability to develop and maintain professional relationships.
- Strong IT skills
- Ability to work under pressure and prioritise effectively.
- Ability to challenge constructively, be solutions orientated and resolve issues.
- Accurate record keeping, organised and ready for any Audit.

### Personal behaviour and style:

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- Commitment to delivering the best possible service.
- Tenacity and imagination to break through any barriers or resistance to change.
- Commitment to and understanding of best practice in equalities and diversity.
- Willingness and ability to work independently, using your initiative.
- Willingness and ability to work flexible.

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# Key terms and conditions

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## The Role

Development Project Officer

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## Remuneration

Up to £35,000pa based on skills and experience

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## Pension

Defined contribution pension scheme

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## Leave

28 days' paid leave per calendar year plus statutory bank/public holidays. Increasing to 32 days following successful probationary period (six months).

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## Hours of Work

We operate usual business hours, 9:00 to 17:00, Monday to Friday.

You will need to work flexibly. Evening work for meetings may be required from time to time, as well as occasional weekend working.

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## Probation

Confirmation of appointment is subject to successfully completing a six-month probation period. The probation period could be extended if it is felt additional time is needed to evidence that that you are effective in your role. This will be discussed with you during the initial probationary period.

The notice period during the probation period is one month on both sides.

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## Location

Your place of work is Tawd Valley Developments Limited, West Lancashire Investment Centre, White Moss Business Park, Maple View, Skelmersdale, WN8 9TG.

Flexible working is supported, at home, in the office and on our site/s.

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