

South Devon Rural Housing Association

JOB DESCRIPTION

Job Title	Development Manager/Technical Surveyor
Responsible to	Managing Director, Rural Homes Limited
Salary	£40,000 p.a.

Introduction

South Devon Rural Housing Association (SDR) was established in 1958 as Dartington Housing Association. Evolving over 60 years into a strong, community-based organisation, it has sound working links with local communities and an enviable reputation in South Devon for its quality housing and services.

We see ourselves very much at the heart of our communities, offering a uniquely personal and caring service to our residents. Our role as a 'niche' provider enables us to get involved in housing activities that may not be of interest to others, often in partnership with local authorities.

Our development subsidiary Rural Homes Limited (RHL) is a for profit company set up to project manage building and refurbishment projects. RHL is wholly owned by South Devon Rural Housing Association and delivers cost effective development projects for SDR and other small housing providers across the South West.

Purpose of Job

1. To work with the MD of Rural Homes in maximising new housing development opportunities.
2. To assist in the delivery of development projects including managing relationships with Homes England, Local Authority Partners, Development Partners, Consultants and Contractors.
3. To promote the delivery of community-led housing projects.
4. To provide a technical surveying service for SDR which enables the provision of an efficient repairs and void repairs service that is customer focused, delivers value for money and maintains properties to an appropriate standard.
5. To ensure the delivery of an excellent, comprehensive asset management service to the association's residents.

Key Responsibilities

Development

1. Liaise with Local Authority partners, contractors and consultants to ensure development schemes are identified, progressed and completed.
2. Maintain an awareness of Local Authority housing needs and relevant Scheme Development Standards.
3. Attend meetings with Local Authority partners and other stakeholders when required.
4. Assist in the identification and purchase negotiations of sites for new build and refurbishment schemes.
5. Carry out initial feasibility studies, risk assessments and financial modelling for potential schemes. To work closely with the MD of Rural Homes and SDR's Finance & Resources Director and update the financial appraisal for each scheme at key stages in the development process.
6. Liaise with Housing colleagues to assess the suitability of potential schemes.
7. Liaise with valuers, solicitors and consultants as required.
8. Oversee the submission and monitor the progress of planning applications and assist in liaising with Planning Officers and any other relevant bodies. Co-ordinate the submission of planning appeals.
9. Co-ordinate the work of consultants so as to progress projects in accordance with agreed programmes.
10. Monitor building performance whilst on site and during the defects liability period.
11. Assist in the co-ordination of and the agreement of final accounts.
12. Identify and acquire individual properties as required. To assist in the sale of properties identified for disposal.
13. Assist in the formulating and compiling of bids, submissions and claims for grant funding for consideration by LA's and Homes England.
14. Establish and maintain scheme documentation to satisfy the audit requirements of the Regulator, auditors and the Chief Executive of SDR.
15. Produce and update risk appraisals for each development scheme and present to the SDR and RHL Boards.
16. Assist in preparing Board reports in order to obtain the required approval for the acquisition of sites, the authority to let building contracts and to enable the board to monitor schemes as they progress. Deputise for the MD of Rural Homes at Board Meetings as required
17. Assist in the successful marketing and sale of any open market properties.

18. To pursue leads for new business opportunities as appropriate, including, where capacity exists, development agency opportunities for other small housing associations and similar organisations.
19. Assist in the management of SDR's Rent Plus programme

Asset Management & Repairs for South Devon Rural

20. Plan, procure and deliver programmes of planned works (cyclical and major repairs) within time, legal and financial constraints and in consultation with residents.
21. To plan, procure and deliver high quality H&S servicing works within time, legal and financial constraints (e.g. fire systems, lift systems, legionella, asbestos, fixed electrical testing, tree management etc.).
22. Undertaking a stock condition survey of SDR's properties when required.
23. Draw up appropriate tenders for works to be undertaken in line with SDR's financial regulations.
24. Undertake accurate and comprehensive surveys and inspections in accordance with financial regulations and survey plans, including post/pre-inspections, stock condition, asbestos, SAP, HHSRS, etc.
25. Ensure that SDR's Asset Register is maintained to reflect an accurate assessment of stock condition and completed improvements, and periodically update SDR's asset Management Strategy.
26. Assist with the development handover process.
27. Provide technical support and advice to SDR and residents concerning aspects of repairs and maintenance.
28. Contribute to the preparation and prioritisation of maintenance and improvement budgets
29. Identify and manage instances of asbestos in SDR's properties:
30. Carry out ongoing monitoring of known asbestos ensuring that where present it remains in a safe condition making recommendations for remedial action or removal where necessary.
31. Be responsible for ensuring performance targets are achieved and that appropriate monitoring is in place.
32. Be responsible for monitoring all contracts including responsive repair, gas safety, smoke detection, maintaining the asbestos register, managing all major planned contracts in conjunction with the Operations Director.
33. Develop and implement systems for performance monitoring and review.
34. Provide information and feedback on operational issues to assist with budget planning.



PERSON SPECIFICATION

Development Manager/Technical Surveyor

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Relevant experience working within a property management/maintenance environment. Experience of tendering, commissioning and managing maintenance contracts. Experience of Asset Management planning. At least 3 years' experience in property and development.</p>	<p>Clerk of Works experience Experience of delivering Community Led Housing Schemes</p>
KNOWLEDGE	<p>Contract procurement, project management, building and maintenance techniques. Knowledge of the building industry and common building defects. Detailed knowledge of housing development and the processes behind site appraisal.</p>	<p>Managing and carrying out risk assessments/ surveys for Legionella and Asbestos.</p>
SKILL AND ABILITIES	<p>Good written and verbal communication skills, including writing clear and concise maintenance and performance reports. Able to work independently and responsibly and have a high degree of financial and commercial acumen. A strong commitment to customer service. Sound IT including Word, Excel and data input. Good negotiating skills including an ability to ensure contractors deliver to agreed standard and provide value for money. Budget management skills Ability to work to deadlines</p>	<p>Personal commitment to continuous self development and service improvement. Ability to work with vulnerable people.</p>



QUALIFICATIONS	Membership of an appropriate professional body such as RICS, RTPI, CIOB or RIBA. Relevant key Health & Safety in the construction/property maintenance industry.	Educated to Degree standard.
OTHER	Full driving licence and car owner.	