**BAHAY KUBO HOUSING ASSOCIATION**

Bahay Kubo is a registered provider of affordable housing working primarily for the benefit of Filipino migrants from the Philippines and other communities.

We are looking for an ambitious and dynamic Housing Development Officer to help us increase our housing stock. You will be at the forefront of the Association and will have the knowledge and dedication to create and apply an effective housing development strategy.

Bahay Kubo Housing Association believes that by providing affordable and quality housing, Filipinos and anyone with housing needs will a more a secure living status. The security of a home is an important ingredient in improving the quality of life and will enable them to contribute to the wider community.

Our aims are:

To meet the housing needs of the community by providing affordable and culturally appropriate housing services

To secure a well-managed, high quality and sustainable housing by working with the Boroughs social and private landlords

To develop and provide temporary and permanent housing as well as advice and advocacy services

**How to apply:**

Please submit an up to date CV along with a covering letter setting out how you meet the person specification criteria to:

[admin@bahaykubo.org.uk](mailto:admin@bahaykubo.org.uk) by 5: pm Friday 13th March 2020

Deadline for application: 13th March 2020

Interview Date: 30th March 2020

**Job Title:** Housing Development Officer

**Salary:** £38,849 (3 days per week pro-rata)

**Contract:** 1 Year Fixed Contract

**Responsible to :** CEO

**Responsible for :** Consultants

**Location:**  London

**Closing Date:** 13th March 2020

**Interview Date:** 30th March 2020

**Purpose of the Post**

To lead the development, production and delivery of the Association’s development strategy, ensuring that this meets the needs and priorities of the Association’s clientele group and makes effective use of all available resources.

To manage the Association’s relationship with its partners, other registered providers, private developers, local authorities, other statutory agencies and other stakeholders to promote the interests of the Association and benefit its clientele group.

To develop and co-ordinate opportunities for increasing housing provision, to act as the Association’s expert on housing development and to appoint and manage consultants engaged to advise upon and assist with the delivery of the Association’s housing development programme.

**Key tasks, duties and accountabilities of the post**

1. To identify and facilitate new build housing projects, with responsibility for scoping, designing, planning, implementing and managing projects through to completion.
2. To be responsible for the programme management and delivery of all development projects being undertaken by the Association.
3. To lead on the project management of housing schemes, individually or concurrently, as they reach various stages of the development process at different times, throughout their duration.
4. To establish financial models that will contribute to the development of additional housing in accordance with the objectives of the Association.
5. To commission and evaluate feasibility studies and carry out viability assessments for new housing development schemes.
6. To be responsible for deciding which housing projects receive monies from the finances available to be spent on the development of additional housing provision.
7. To identify and negotiate the purchase of privately owned land and/or properties
8. To ensure that all appropriate legal agreements are in place, with regard to any property acquisitions.
9. To be responsible for arranging the conveyancing of any property acquisitions
10. To undertake the procurement and management of all necessary services to deliver housing and related projects, including the management of consultants.
11. To be responsible for overseeing the work undertaken by consultants working on behalf of the Association on new build acquisitions, to ensure that the new build properties meet all statutory requirements.
12. To negotiate Section 106 agreements with the local planning authority on behalf of the Association, in close consultation with the Chief Executive
13. To put in place land and capital works contracts.
14. To take a leading role in working with local authorities, other registered providers, other communities and organisations, the general public and all other stakeholder groups to highlight the urgent housing need of the Association's clientele group.
15. To regularly monitor and record information on the housing needs of the Association's clientele group and ensure that the priorities set for development schemes, adequately reflect the identified need, e.g. type/size/location of properties and tenure mix
16. To represent the Association at joint working groups, forums, public consultation and other events that may require the participation of the Association for the benefit of the Association.
17. To identify new opportunities for development and develop appropriate initiatives and partnerships to achieve additional opportunities to increase the Association’s housing stock.
18. To identify and negotiate the purchase of any suitable privately constructed new build properties, in order to increase the supply of additional housing.
19. To lead on site assembly by identifying and utilising opportunities to create a larger and more valuable site, with increased scope for development.
20. To be responsible for ensuring that a lettings strategy is in place, prior to the completion and handover of additional housing provision.
21. To provide advanced notice of completions within a handover schedule, in order to allow an adequate period of time for the administration of offers and nominations to be arranged in good time.
22. To co-ordinate the involvement of key officers, in relation to negotiating the detail of fittings and fixtures to be provided in new build properties identified for purchase by the Association and oversee the inspection regime associated with purchases of this kind.
23. To ensure that Health and Safety requirements are appropriately authorised and that all new build properties acquired by the Association, have the necessary warranties in place and are National House Building Council (NHBC) compliant.
24. To provide the Chief Executive and other key officers with up to date information and data relating to housing markets and housing needs of the Association's clientele group.
25. To prepare and present reports to committees and other meetings of the Association
26. The post holder will take responsibility for their own Health and Safety at work and that of other persons who may be affected by their actions.
27. Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. The post holder is therefore expected to undertake any other reasonable duties within their capabilities and the scope of the post as specified by the Chief Executive or the Chair of the Association's Board of Management.

**Person Specification**

**Knowledge, skills and abilities**

Educated to degree level.

Professional / Postgraduate qualification in Housing or equivalent.

Excellent communication skills, including highly developed oral and written communication, plus presentational skills.

Ability to liaise with senior officers of partner organisations.

Diplomacy and liaison skills.

Well-developed IT skills.

Excellent Project Management skills (including budget management skills).

Understanding of key housing, planning and development issues at national and local levels. Including advanced practical and theoretical knowledge of the planning system, new build development process, building regulations and other relevant legislation

Knowledge of the funding regime for housing development.

Ability to co-ordinate funding bids to help deliver the housing delivery programme.

Working knowledge of effective engagement with senior post holders (internal and external partners).

Ability to contribute to complex operations and projects.

Ability to work both as part of a team and on own initiative.

Ability to prioritise work, plan ahead and to work to deadlines.

Ability to negotiate effectively and persuasively to gain acceptance of proposals.

Good working knowledge and understanding of the principles of performance management and quality standards including Best Value and Best Consideration.

Excellent working knowledge of procurement, (OJEU processes, financial regulations and contract standing orders), with regard to planning, tendering, evaluating, selecting and supervising the role of partner organisations and the contribution they can make to housing development.

Working knowledge of methods of public consultation and participation.

Ability to put in place appropriate financial controls to ensure capital projects are delivered within set budgets.

Ability to write committee reports.

**Experience**

Experience of working within the construction industry and/or experience of the housing development process

Experience of dealing with development and/or regeneration schemes with a gross development value in excess of £1 million to achieve identified outputs, including experience of:

* The acquisition of land, development agreements, land transfers, building licences, funding agreements and nomination agreements
* Producing development appraisals
* Producing design and build specifications
* Appointing and managing external consultants
* Experience of the planning process and the submission of planning applications for residential schemes
* Negotiating, agreeing, supervising and monitoring contracts, and developing effective working relationships with suppliers and contractors
* Resident engagement
* Code assessments, building regulations and energy statements

Able to problem solve and find solutions to issues blocking scheme delivery.

Experience of managing capital budgets effectively in a financially constrained environment

Experience of challenging and defending housing schemes on financial viability and other planning grounds

Experience of collecting, collating and reporting on performance data and other complex information/statistics.

Experience of developing partnerships and operating in liaison with other bodies and agencies.

Practical experience and knowledge of Registered Providers development processes.

Promotion of equality and diversity in relation to service delivery.

Able to work under pressure and public scrutiny and deliver results to tight deadlines.

A strong commitment to high quality customer service.

**Other attributes**

Able to be flexible in approach to responsibilities and to working hours, as attendance at evening/weekend events and public meetings will be required.

Able to travel across various sites in London to make site visits and inspections often unaccompanied