Role Profile – The What, The Where, The How

POSITION	Development Officer		
TEAM	Development	**LOCATION**	Coastline House
VERSION	3	**LAST UPDATED**	June 2025

THE PURPOSE OF THIS ROLE IS TO	• Manage a programme of development schemes and projects while supporting the team in identifying and delivering new business opportunities.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Assisting the Development Manager(s) in the procurement and delivery of development programmes in line with the corporate approved budgets and delivery targets.
2. Assisting the Development Manager(s) in identification and progression of new development opportunities.
3. Assisting the Development Manager(s) to prepare and maintain all scheme files to ensure accurate record keeping to start on site, then be responsible for this process from start on site.
4. Project managing the day-to-day delivery of development schemes from start on site to defect resolution, including site meetings, stakeholder liaison, snagging, handover, and final inspections.
5. Managing the delivery of specifically adapted properties on schemes as required.
6. Supporting the coordination and completion of legal agreements from start on site.
7. Managing grant claims, invoice and certificate processing, and the execution of Collateral Warranties and related documents.
8. Overseeing budget control, valuations, and cash flow updates for schemes from start on site, managing up to £15 million annually.
9. Supporting the organisation of development meetings, site tours, public consultations, open days, and community engagement activities.
10. Managing and co-ordinating consultants in relation to development activities, including the management of at-risk costs, working closely with colleagues, customers and other stakeholders.
11. Assisting in the preparation of the company's design brief and policies and procedures, and make recommendations for changes and improvements.

12. Coordination and input of scheme data onto the Housing Management data systems in line with agreed procedures.

13. Internal liaison including updating relevant procedures, inter-departmental meetings and updating content on Coastnet and Coastline's website.

14. Production and presentation of the project review outturn reports for all schemes.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
  - Put our customers first
  - Be open, honest and accountable
  - Value each other
  - Strive to be the best
- Has a good knowledge of development processes for residential property.
- Has the bility to assist with the submission of HCA bid information on to IMS.
- Has rofessional qualification in housing/construction/law/property.
- Is competent to represent the company at a range of external and internal meetings.
- Has a full driving licence and a satisfactory **standard** DBS check.

Some experience in the following would be an advantage:

- Knowledge of the Homes and Communities Agency's regulations, procedures and standards.
- Willingness to work outside of normal working hours when required
- Previous Registered Provider experience.

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.

3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

- Reports to the Development Manager

CONTACTS

Internal

- Senior Managers
- Staff

External

- Customers, customer representatives
- Councillors
- Contactors and consultants
- Local authorities

disability confident LEADER

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