

# JOB DESCRIPTION

## *Development Manager*



December 2024

**Department:** Property Assets  
**Location:** Selkirk  
**Responsible to:** Director of Property Assets

### **Purpose of the Job**

The Development Manager is responsible for the operational management and development of all aspects of Eildon's development functions. This includes the promotion, implementation and management of Eildon's (and any agency service clients) development programmes through effective and efficient project management and through participation in the development of departmental policy. The Development Manager is also a key member of Eildon's Leadership Group and will be expected to play an active role in shaping the organisation's strategic direction.

The Development Manager will build upon our experience of spatial mapping and promote the use of Revit models to capture COBie data in a BIM environment. The Development Manager will promote use of BIM to minimise both the embodied carbon and production of waste in our developments as we strive to become a genuinely net-zero developer, whilst providing affordable (and affordable to heat), high-quality housing. This will require continued professional development to remain knowledgeable and experienced in all facets of modern methods of construction.

### **Main Responsibilities**

1. To develop and deliver a complex pipeline of diverse new developments that contribute towards our strategic objectives of high quality and sustainable housing provision
2. Deliver Eildon's and agency service clients' development programmes on target, within budget and in line with pre-determined performance indicators.
3. Obtain, manage and evaluate the necessary information and record systems required to monitor development progress and performance, ideally in a COBie compliant format
4. Ensure that the development service is cost effective, efficient, responsive and that finances are controlled within budgets.
5. Contribute fully to Eildon's treasury management strategy in respect of private funding for development activity.
6. Provide and co-ordinate development services as required by Eildon's agency and consultancy agreements.
7. Manage the development teams locally and elsewhere, developing, supporting and supervising its individual members and ensuring effective working relationships with internal and external partners.
8. Develop policies and procedures and establish performance standards and targets to meet development objectives.

### **Development**

1. Manage Eildon's and its agency services' annual development programmes on target in accordance with predetermined Performance Indicators.
2. Maintain systems to monitor development progress and expenditure, investigate contractual claims and cost overruns.
3. Develop, operate and keep under review, effective development policies and procedures, in liaison with other Eildon colleagues, ensuring these are fully understood and properly implemented by all involved.
4. Ensure Eildon contractors and consultants provide high quality services and comply with the Performance Criteria Document.
5. In liaison with the Director of Property Assets, prepare Eildon's contribution to the Local Authorities Strategic Housing Investment Plan.

6. In conjunction with finance colleagues support the delivery of Eildon's Business Plan and Treasury Management Strategy.
7. Oversee the procurement of consultants and contractors who will support the delivery of the development programme.
8. Assist in the identification of suitable land and properties for development purposes.
9. Submit and negotiate proposals and programmes to the More Homes division of Scottish Government, other funding agencies and development partners.
10. Determine the feasibility of projects in conjunction with client departments.
11. Monitor and co-ordinate feedback on technical, quality and design issues to ensure the Performance Criteria Document is accurate, up to date and complies with current requirements.
12. Liaise with internal departments regarding technical aspects of new developments, including design, housing mix and handover procedures.
13. Work in partnership with local authority departments, Scottish Government, voluntary organisations, other Housing Associations and private developers in relation to multi-funded initiatives.
14. Oversee the implementation and satisfactory completion of works.
15. Ensure relevant development information is provided to other departments through project team meetings.
16. Provide reports and analysis for colleagues and Board members, to inform strategic decision making.
17. Act as a member, where required, on in-house working parties on development related matters to ensure Eildon objectives are met.
18. Assist in the preparation and management of budgets for development activities.
19. Arrange site visits for colleagues and Board members, as required.

### **Staff Responsibilities**

1. Direct and supervise the work of the Development Project Managers (locally and elsewhere), Clerk of Works and other internal colleagues as appropriate, and generally ensure that the team remain motivated with excellent training and development opportunities.
2. Ensure work is planned and allocated in a cost effective and efficient manner and that people are clear in their objectives and targets.
3. Provide feedback on performance and carry out regular development and performance meetings with team members.
4. Ensure effective and co-operative working relationships within the team and other Eildon departments.
5. Implement Eildon's grievance and disciplinary procedures where required, or appropriate, in liaison with appropriate colleagues.

### **General**

1. Contributing to Eildon's ongoing development through active participation in the Leadership Group.
2. Contribute to the development of corporate policy and practice.
3. Contribute to the continued development of IT within Eildon, particularly with respect to improving systems and the introduction and maintenance of appropriate software.
4. Uphold the Association's Equality, Diversity and Human Rights Policy and Health and Safety Policy.
5. Carry out any other task as directed by the Director of Property Assets consistent with the objectives of the post.

# PERSON SPECIFICATION

## *Development Manager*



A Person Specification describes the ideal person to fill the job and is a profile of the personal skills and characteristics that will be looked for in the recruitment and selection process. It lists a series of attributes divided into "essential" and "desirable" for an individual to possess in order to do the job.

	<b>Essential / Desirable</b>
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>Graduate <b>or</b> professional qualification/membership e.g. MCIH, MRICS, MCIOB</li> </ul>	Essential
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>5 years minimum in the social housing sector or relevant technical discipline) which will include experience of:</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Membership of an organisational senior management team</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>RSL development and the development process including land acquisition and project procurement</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Developing different types of housing tenures</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Financial modelling and viability methodology</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Project and programme management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>EU and Scottish procurement processes</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Managing and motivating staff and project teams with multidisciplinary responsibilities</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Financial and budgetary management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Working with multi-budgetary management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Integrated management information systems</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Engaging with Scottish Government and Local Authorities</li> </ul>	Desirable
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>Familiarity with social housing policy standards and regulation in relation to development</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Technical, regulatory, contractual, procurement and legal knowledge relating to development</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Scottish Government development procedures &amp; guidance notes</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Understanding of Health &amp; Safety Regulations pertaining to development</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Competent in the use Microsoft Office 365, One Drive Outlook, Excel and Word</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Good presentation and public speaking skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Possess highly developed negotiation skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to prepare and present written and verbal reports for Executive Team and Board</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Capability to consult with customers, local residents and other stakeholders</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Through ongoing professional development ensure the whole development team keeps abreast of, and adopts, industry best practice and emerging innovative solutions</li> </ul>	Essential

# CONDITIONS OF SERVICE

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### **SALARY**

The salary applicable to the post is Office Grade G  
Grade range: £51,475 to £57,195 per annum

Starting salary will depend on qualifications and experience. Progression through the grade range is dependent upon performance in post and the remuneration package is subject to an annual review carried out by the Remuneration Committee.

### **PROBATIONARY PERIOD**

This post requires the satisfactory completion of a six-month probationary period.

### **METHOD OF PAYMENT**

Monthly on the last Thursday of each month direct to employee's bank or building society account.

### **PENSION**

All employees are normally eligible to join the Scottish Housing Association's Pension Scheme Defined Contribution.

### **HOURS OF WORK**

35 hours per week to be worked over 5 days, Monday to Friday. Normal office hours are 9am to 5pm Monday to Thursday and 9am to 4pm Friday, with an unpaid lunch break. Due to the nature of our work a flexible approach to working hours and routines is required. Hybrid working is currently in place, with some attendance required each week at head office or on site.

### **LEAVE**

The leave year runs from 1 April to 31 March. The leave entitlement for managers and directors is 41 days (this includes public holidays). All other employees have between 31-36 days annual leave. The additional 5 days leave is to compensate for managers not having access to flexi-leave, but on occasion having to attend to work meetings or dealing with emergencies out of office hours.

### **ESSENTIAL CAR USER**

This post is classed as an Essential Car User. You are therefore required to hold and maintain a current full driving licence and have access to a vehicle, insured for business purposes, for the duration of your employment in order to carry out the duties of your post. Business mileage rates, currently 45p per mile, are payable for staff using their own vehicle on Association business.

### **ALLOWANCES**

The post qualifies for a Car Allowance Payment. The Car Allowance Payment is £1,000 per annum and it is paid monthly in arrears. The Car Allowance payment is non-contractual and will be reviewed annually by the Remuneration Committee. In subsequent years the allowance may be varied or withdrawn depending on affordability.

## **SICKNESS ALLOWANCE**

All permanent employees will be entitled to sickness allowance as follows:

<b>Service</b>	<b>Entitlement</b>	
	<b>Full pay</b>	<b>Half pay</b>
up to six months	one week	nil
six months to one year	up to five weeks	up to five weeks
one – two years	up to nine weeks	up to nine weeks
> two years	up to 13 weeks	up to 13 weeks

## **NOTICE PERIOD**

By Eildon: Two calendar months, subject to statutory minimum  
By Employee: Two calendar months

## **OUTSIDE WORK**

Outside work will normally be permissible subject to that work involving no conflict of interest with the individual's job at Eildon and that no other work does not affect the performance of their duties with Eildon.

## **INTERVIEW EXPENSES**

Where applicants are required to travel to attend interview, we will reimburse reasonable travel and subsistence expenses incurred. All expenses claims, other than car mileage, must be supported by receipts. No expenses will be paid where the applicant withdraws or refuses an offer of employment.