

ALBYN GROUP JOB DESCRIPTION

1. IDENTIFYING FACTS

Title of Job:	Development and Investment Officer
Location:	Invergordon
Number of Jobholders:	2
Title of Line Manager:	Asset Management and Investment Manager

2. JOB PURPOSE

To deliver a variety of projects including newbuild and refurbishment from bidding for funding, site acquisition through to completion of a project including management of post completion issues and customer care. To deliver planned repairs and cyclical projects as required

3. MAJOR TASKS

There are many tasks associated with any job. In this section list the major tasks only. The major tasks should flow directly from / be associated with the main purpose of the job. Very few jobs have more than six major tasks.

1. To identify and assess the development potential of sites, coordinating the investigatory work in line with procedures and preparing a business case including risk analysis to enable senior colleagues to determine appropriateness for inclusion in the Society's programme
2. To coordinate the purchase of designated and approved sites, including feasibility, risk assessment and legal negotiation. This being completed within budgetary limits set, attaining best value for the Society and complying with policies and procedures at all times.
3. To negotiate Design and Build contracts with Developers within known budget constraints to meet our design standard.

4. To tender design services and building contracts in accordance with AHS policies and procedures
5. To project manage the on-site phase of the project including liaising with Customer Services, managing the development period cashflow, troubleshooting issues which arise and regular reporting on status to the Asset Management and Investment Manager
6. To line manage the clerk of works and Investment Assistants including training and coaching as required.

4. MAIN ACTIVITIES

In this section list the main activities associated with carrying out each of the major tasks. It is important to record the main activities only and not provide an exhaustive list of every activity that the job carries out.

1. To identify and assess the development potential of sites, coordinating the investigatory work in line with procedures and preparing a business case including risk analysis to enable senior colleagues to determine appropriateness for inclusion in the Society's programme
 - 1.1 Identify potential development sites for sale in our area of operation where there is known demand
 - 1.2 Liaise with landowners and developers regarding potential site purchases
 - 1.3 Coordinate feasibilities for sites including procurement of a design team and site investigations
 - 1.4 Obtain site valuations based on the known constraints on a site
2. **To coordinate the purchase of approved sites including risk assessment and legal negotiation. This being completed within budgetary limits set, attaining best value for the Society and complying with policies and procedures at all times**
 - 2.1 Negotiate purchase price with the seller
 - 2.2 Appoint a Solicitor to undertake the land purchase and appraise any legal advice given
 - 2.3 Obtain formal approval to the acquisition from senior members of staff
 - 2.4 Obtain funding approval and draw down of the necessary funds for settlement of the sale
3. **To negotiate Design and Build contracts with Developers within known budget constraints to meet our design standard.**
 - 3.1 To appraise developers' proposals and comment back on areas which don't meet the Society's Design standard
 - 3.2 To ensure that the Developer incorporates any required changes or any agreed changes are documented

- 3.3 To negotiate the package price for site purchase and contract build within the Society's budgetary requirements
- 3.4 To progress the site purchase and contract finalisation with the Developer
- 3.5 To obtain funding approval from the Scottish Government and other funders as required

- 4. To tender design services and building contracts in accordance with AHS policies and procedures**
 - 4.1 To procure design teams to deliver our newbuild project in accordance with policy and procedures using the Public Contract Scotland portal
 - 4.2 To tender newbuild and refurbishment contracts in accordance with policy and procedure
 - 4.3 To formally appoint the design team at the appropriate time
 - 4.4 To let tenders with advisement from the lead consultant and in accordance with Albyn Policy and procedure

- 5. To project manage the pre-contract, on-site and completion phases of the project including liaising with Customer Services, managing the development period cashflow, troubleshooting issues which arise and regular reporting on status to the Asset Management and Investment Manager**
 - 5.1 To keep Customer services informed of the programme of works and any changes
 - 5.2 To set up and maintain the projected cashflow for a project
 - 5.3 To approve contract changes in accordance with the Society's policies
 - 5.4 To attend site meetings and ensure that the key details are discussed and recorded; KPIs, Health and Safety, progress and any issues arising
 - 5.5 To ensure that all project administration is in place prior to completion
 - 5.6 To monitor the defects period and report on contractor and consultant performance

- 6. To line manage the clerk of works and Investment Assistants including training and coaching as required.**
 - 6.1 To manage the designated support rolls within the team
 - 6.2 To undertake annual appraisals
 - 6.3 To identify any training or coaching needs
 - 6.4 To identify any performance issues and work with the Asset and Investment Manager to resolve

(FOR NEW OR REVISED JOB DESCRIPTIONS)

Job Holder:

Name:

Date:

Signature:

Management Representative:

Name (Line Manager):

Date:

Signature:

TU Representative:

Name:

Date:

Signature:
