

**BUIDHEANN TIGHEADAS LOCH AILLSE AGUS  
AN EILEIN SGITHEANAICH LTD  
LOCHALSH AND SKYE HOUSING ASSOCIATION**

## **JOB DESCRIPTION**

- 1. POST TITLE:** **DEVELOPMENT OFFICER**
- 2. GRADE AND SPINAL POINTS:** Professional and Administrative Grade 7, Points 22-25
- 3. RESPONSIBLE TO:** Development Manager
- 4. RESPONSIBLE FOR:** N/A
- 5. JOB PURPOSE**
  - 5.1 To contribute to the efficient and effective delivery of the Association's aims and objectives and, in particular, the Association's Development Services functions and other activities that can contribute towards the social and economic regeneration of the area.
- 6. MAIN DUTIES**
  - 6.1 To contribute to the research, preparation and delivery of the Association's development programme and associated plans.
  - 6.2 To work with external organisations and individuals, including local communities, to assist with the stimulation, planning and evaluation of development and business ideas that can contribute towards meeting the needs of local communities.
  - 6.3 To research the ownership of potential building sites and to evaluate their potential for development, including the identification of potential constraints on development and possible solutions to these constraints.
  - 6.4 To assist with the acquisition of development and building sites, including the preparation of feasibility studies and the instruction and processing of valuation and legal work.
  - 6.5 To brief and liaise with design, supervision and cost consultants on building projects from inception to completion.
  - 6.6 To make all necessary submissions to The Scottish Government, The Highland Council and other organisations in accordance with their funding and regulatory requirements.
  - 6.7 To contribute towards the regular review of the Association's development policies and procedures and to ensure compliance with these.
  - 6.8 To maintain constructive working relationships with groups within the community and with representatives from public, voluntary and private sector organisations

to ensure a co-ordinated approach to social and economic regeneration by public agencies.

- 6.9 To identify potential sources of funding for capital and revenue costs from the public and private sector and to prepare and submit funding applications.
- 6.10 To assist in signposting groups from within the community to potential sources of capital and revenue funding from the private and public sectors.
- 6.11 To ensure that all activities are delivered to the high standards within the Association's Customer Services Charter.

## **7. GENERAL**

- 7.1 To maintain adequate and accurate records and systems (including as-built information) to ensure the effective and efficient delivery of the Association's functions and to provide verbal and written reports as required.
  - 7.2 To attend and, where necessary, represent the Association at meetings with external organisations and individuals.
  - 7.3 To attend meetings of the Management Committee or designated Sub-Committee as required.
  - 7.4 To undertake such additional activities related to the Association's functions as may be delegated from time to time.
  - 7.5 To assist in ensuring that the Association meets agreed Performance Standards in relation to the delivery of its functions.
  - 7.6 To contribute to the general development and wider activities of the Association as a member of the staff team and to act at all times in the best interest of the Association.
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