

Focus Ireland: Development Officer, Development, Mid-West **(<https://www.activelink.ie/node/108924>)**



Development Officer, Development

Location: Mid-West (*Travel to the Head Office in Dublin or other regional offices will be required on occasion*)

Contract: Full Time, Fixed Term Contract

The purpose of this role is to work as a key member of the Development team by assisting the delivery of the housing development programme. To provide support to the wider team by taking responsibility for identifying new opportunities and the managing of the delivery of identified projects within the existing programme.

What you will do:

- Co-ordinate the delivery of pipeline projects and work on the identification and securing of new housing opportunities and evaluate them with regard to feasibility, financial viability and risk. This will include the acquisition of one off or “pepper-potted” properties to fulfil the commitments of the organisation.
- Be responsible for a range of delivery processes such as project administration, preparation and submission of funding applications, internal and external approvals and liaising with our Property & Services teams for all projects. The role may involve significant travel as you will provide support for development activity primarily based in, but not limited to, the south-west and mid-west of the country.
- Visit and review schemes during acquisition, construction, close to completion and again on the closing date as well as other times as needed, specifically during snagging period.
- Liaise with internal stakeholders such as Property Services, Support Services, & Finance to ensure they are informed of progress, expected delivery dates and timely delivery of homes into management through co-ordination of the handover process. Liaise with Property team and Support Services during the defects liability period ensuring that defects are dealt with by contractors/consultants.
- Ensure that Focus’s required level of customer service is maintained throughout the defects liability period.
- Prepare scheme appraisals for internal decision making in accordance with the project plans.
- Administer the progression of acquisition projects through to handover in conjunction with the Head of Development and other internal stakeholders.
- Organise valuations and surveys of properties as needed.
- Obtain information from all stakeholders to complete and submit for various internal and external approval stages.
- Prepare submissions for external funding approval and submit them to external parties as required and as per procedures and project plans.
- Prepare submissions for any external Expressions of Interest for new developments that may arise.
- Prepare and submit legal instructions when required and in accordance with project plans.
- Work with Legal and Finance teams to prepare and track funding applications and drawdowns.
- Maintain all project records as per Focus’s procedures.
- Ensure that Focus’s policies and procedures are adhered to at all times.
- Attend all meetings pertinent to the role and where required assist with organising PR events for the department.
- Assist in preparing post project reviews.
- Collaborate with colleagues and proactively work to ensure that the Development team delivers a quality service to the organisation.
- Any other duties that may be reasonably assigned in consultation with the Management Team.

What you will need:

- Third level qualification in a property related discipline/project management is desirable.
- Previous experience in a similar role, particularly experience with CAS construction.
- Proficiency in Microsoft Office.
- Demonstrable track-record of establishing/refining and managing best practice in Property.
- Strong applied ICT skills and can demonstrate a systematic and comprehensive approach to managing, recording and collating technical and financial information.
- Must possess a full driving license.
- Strong, proven organisational skills and the ability to work accurately and effectively under pressure.
- Excellent interpersonal and communication skills with a strong focus on attention to detail.
- Ability to manage projects, gather and analyse information and prepare reports.
- Ability to effectively communicate at all levels of the organization.
- Maintain multiple relationships with consistency and a high degree of customer care.

To apply please submit your CV & Cover Letter [Here \(https://login.hirelocker.com/focus-ireland/jobs/29349/development-officer-development-mid-west-cork\)](https://login.hirelocker.com/focus-ireland/jobs/29349/development-officer-development-mid-west-cork)

Closing date for applications: 12.00pm, 27th June 2024

Focus Ireland is an equal opportunities employer.

Region

Mid-West / Dublin

Date Entered/Updated

13th Jun, 2024

Expiry Date

27th Jun, 2024

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