



Role: Head of Development

Location: Phoenix House, Castle Street, Dublin

Reporting to: Chief Executive

Contract: Permanent

Grade: Grade 5

Salary: €65,000 - €80,000

Probation: 6 months

Pension: Available at completion of Probation

Hours 39 hours worked over 5 days

Leave 25 days

Travel The post requires a valid driving licence and the use of a car for

business purposes. Mileage Allowance Operates. Class 1 insurance required

CVHA has been a leading provider of social housing in Ireland since 2006 and now manages and/ or owns over 1,700 homes in Dublin and surrounding counties. Currently employing 30+ staff, we have an ambitious growth programme in response to the need for more housing for those who cannot afford to provide their own. Our vision is to make a difference by providing quality housing to those in housing need.

The Development Team have core responsibility in the identification of new business to execute the company development pipeline. Circle VHA is a Tier 3 developing housing association, a member of the Irish Council for Social Housing and Housing Alliance and intends to make a key contribution to the Rebuilding Ireland Programme 2020 and subsequent housing provision programmes.

Reporting to the Chief Executive, the Head of Development will be a member of the Senior Management Team and lead the development team. With overall responsibility for the Strategic development and performance of the function, the Head of Development will work

collaboratively with the other SMT members, statutory agencies, local authorities, housing providers and all key external and internal stakeholders to ensure CVHAs vision is realised.

Role: Head of Development

Role Overview:

The Head of Development is a key leadership role within the organisation, responsible for the strategic development and delivery of company development pipeline in line with the vision and values of CVHA. With a primary focus on new business, functional oversight and stakeholder relationship management. The Head of Development will ensure the development and delivery of the development goals for the company in the context of the Circle VHA development strategy 2018 - 2023.

Reporting to: Chief Executive

Key responsibilities:

Strategy & Leadership

- Member of CVHA's Senior Management Team (SMT), contributing to the overall strategic direction and success of the organisation
- Contributing to CVHA's Business Plan and Corporate Strategy
- Reporting to the Board and any designated Sub-Committees on all development and new business-related matters
- Development, delivery and review of the CVHA's new business development pipeline, including all new business additions and initiatives
- Inspiring colleagues to embrace and live the CVHA values through your own actions and behaviours.
- Ensuring the ongoing delivery of the development function goals
- Working across the organisation to ensure all organisational goals are realised
- Manage the development function and new business strategies through the development and maintenance of meaningful measures that are used to continuously improve the service to external and internal stakeholders

New Business Development Pipeline

- To strategically lead the annual development programme arising particularly from the Circle VHA Development Strategy 2018 – 2023 and associated housing output targets.
- The position will represent the company in key activities in advancing pipeline activity and initiatives under the Rebuilding Ireland Programme 2020 and associated programmes.
- The position will strategically lead in the implementation of a development strategy as approved by the Board. This will entail strategically directing the Development Team's core activities regarding the progression of housing development options.

Relationship Management

- Provide initial and ongoing key relationship management to stakeholders and housing providers business in the development of new, and consolidation of existing business developed.
- Provide key company representation as required in new business development opportunities with external agencies, including Local Authorities, Department of

Housing Planning and Local Government, Housing Agency, Irish Council for Social Housing, Housing Alliance and other inter agency dealings.

Managerial

- Provide ultimate oversight management of the function's activity,
- To review and assess and make recommendations in relation to business cases for new business areas, to the Senior Management Team, Board and sub committees of the Board.
- To produce highly effective Board status update for Board presentation to include ongoing transaction status reporting, market and sectoral trends and statistical reporting of pipeline activity.

Collaboration

- Develop and enhance positive stakeholder relationships with key external agencies to assist in the delivery of CVHA's corporate priorities and development pipeline
- Play an active role in the wider development of the sector ambitions through engagement with key agencies and partner Approved Housing Bodies (AHBs) to enhance its skills and capacity, identifying joint opportunities to benefit both CVHA and the wider sector
- Work constructively with all CVHA appointed consultants and advisors to ensure an environment of constructive challenge and continuous improvement

Financial

- Working closely with the Finance Director and wider SMT to maintain the Business Plan projections, regularly reviewing assumptions.
- Developing pipeline projections as required to facilitate sound financial business planning
- Ensure the timely and complete provision of financial reporting requirements and information to the Finance Team
- To provide financial oversight of functional activity, and have effective management systems in place to ensure that all financial due diligence is conducted, and delegated authority thresholds are adhered to at appropriate stages of transactions
- To ensure, transactional and project compliance on all new projects with the various funding mechanisms, and associated performance standards.

Assurance & Risk Management

- Ensure ongoing assurance in respect of CVHA's legal obligations in respect of Health and Safety, Regulations pertaining to pipeline development activity including the Building Regulations and Building Control Regulations and Planning and Development Regulations.
- Identify, manage and mitigate transactional related risks through effective risk management strategies, eliminating risk or reducing it to the lowest possible level.
- To ensure, transactional and project compliance on new projects with the various statutory regulations in force, funding scheme technical specifics and standards, DHPLG memoranda and circular provisions, and EU public procurement requirements.
- Leading the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures to reflect company highest standards of good governance, and to keep abreast of changes in relevant legislation.

People

- Strategically recruits, trains and develops team to increase the day to day productivity of the development function and organisation.
- Effectively develops team to support succession planning for the future growth of the organisation.
- Proactively manages all aspects of people development (Performance Appraisals, Individual Development Plans, Coaching and Counselling and Disciplinary actions) for a productive and successful workforce.
- Upholds organisational standards and acts as a strong leader to the team.
- Models the way for the department and organisation.
- Takes control of ensuring training and operational initiatives are rolled out effectively.
- Continuously communicates with the team through both written and verbal forms of communication.
- Sets weekly monthly and quarterly goals and expectations to create a positive working environment.
- Trains and coaches the team on values, customer service, standards, operations and time management
- Actively guides the team to uphold and deliver company values customer service standards and organisational expectations.

Performance Management

- Be responsible for the performance and ongoing development of the development function and the individuals involved
- Support, educate and develop the team members as required to ensure the continuous improvement of the team
- Actively manage and respond to any change management initiatives
- Ensure all processes and procedures remain fit for purpose
- Work collaboratively across the organisation to achieve shared objectives/ goals
- Set a strong and consistent leadership role which reflects the values and ethos of CVHA, working towards the broader ambitions of the organisation

Corporate Responsibilities

- Work and positively contribute to the SMT
- Ensure all activity is aligned to CVHA's values and contributes to the mission of ensuring high quality housing and services
- Adhere to all Circle VHA policies and procedures at all times
- To exercise discretion at all times
- To fulfil all care and high standards regarding both Circle VHA and your own health and safety Obligations

General

- Ensure ongoing reflection of personal development in light of maintaining and enhancing skills and knowledge to meet the current and future requirements of your role
- Maintain industry insight across all relevant disciplines and respond to changing technology and practice
- To positively promote the Association in all activities
- Planning, managing and reviewing all relevant budgets and participating in annual budget setting

- Any other duties which are consistent with your role

Key competencies required in the role

- Team Leadership and Working
- Innovation & Change Management
- Influencing and negotiation skills
- Statistical analysis
- Programme management
- Leadership skills
- Brand integrity
- IT Skills
- Communication Skills and Stakeholder Management

Person Specification

Key Skills	Essential	Desirable
Candidates will be shortlisted on the basis of <u>illustrating in their application that they fulfil the following criteria.</u> Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
Education / Qualifications		
<ul style="list-style-type: none"> • Relevant 3rd level qualification and at least 6 years' experience in a construction, development, surveying, property or housing environment is essential. 	✓	
<ul style="list-style-type: none"> • Willingness to undertake professional development 	✓	
Knowledge / Skills		
<ul style="list-style-type: none"> • Sectoral experience in provision of housing accommodation under Government Housing Policy as delivered through the Housing Agencies and Local Authorities, other Approved Housing Bodies would be a distinct advantage 	✓	
<ul style="list-style-type: none"> • Knowledge and experience of project management principles and contract administration would be highly advantageous 		✓
<ul style="list-style-type: none"> • Knowledge of statutory legislation and public procurement principles related to housing development 	✓	
<ul style="list-style-type: none"> • Previous experience of team leadership and management is essential 	✓	
<ul style="list-style-type: none"> • Communication skills –verbal and written, report writing, presentation 	✓	
<ul style="list-style-type: none"> • To plan and organise at organisational and personal level 	✓	
<ul style="list-style-type: none"> • I.T skills to intermediate level 	✓	
<ul style="list-style-type: none"> • Attention to detail 	✓	
<ul style="list-style-type: none"> • Financial control and budget management skills 	✓	
<ul style="list-style-type: none"> • Problem solving 	✓	
<ul style="list-style-type: none"> • Ability to work with work with people showing empathy and discretion 	✓	
Experience		
<ul style="list-style-type: none"> • 6 years suitable experience 	✓	
<ul style="list-style-type: none"> • Approved Housing Body or Local Authority working 	✓	

• Experience of contract administration		✓
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