

## **HAIG HOUSING TRUST JOB DESCRIPTION**

**JOB TITLE:** Temporary Development Officer (6 months).

**REPORTS TO:** Housing & Development Director

### **PURPOSE OF JOB**

1. To support the Housing & Development Director in ensuring that Haig achieves its objectives in relation to delivery of its strategic regeneration projects and the management of its properties and estates.
2. To facilitate those day to day activities necessary to maintain control over the Trust's development initiatives and their long term sustainability.
3. To assist the Housing & Development Director with the search for suitable new properties as part of the overall growth plan.
4. To liaise with internal staff and external agents in order that the process of commercial lettings is efficiently co-ordinated and managed.
5. To produce and maintain timely and appropriate documentation for all planned developments, acquisitions and commercial tenancies.

### **PRINCIPAL ACCOUNTABILITIES**

1. To co-ordinate the day to day activities of the Trust's Development Agents, consultants and contracted staff working on development projects and to collate and report progress with follow on actions.
2. To represent the Housing & Development Director at viewings and by attendance at commercial meetings and events.
3. To carry out consultation exercises with tenants to encourage and foster their individual and/or communal involvement in and contribution to, the Trust's development programme.
4. To work actively with tenants and other stakeholders to communicate accurately the strategic objectives of the Trust
5. To produce accurate and timely reports as directed by the Housing & Development Director in connection with all aspects of the post.

6. To attend site and to represent the Trust in designated activities in relation to its regeneration strategy.
7. To liaise closely with statutory and voluntary bodies, existing staff, agents, Service Charities and tenants to ensure that that information about the work of the Trust is accurately disseminated.
8. Process invoices and credit notes in relation to specific service contracts as directed by the Housing & Development Director.
9. To ensure that all activities are carried out to the highest standard in accordance with the Trust's policies, and within available resources.
10. Any other reasonable duties within own expertise and capabilities as directed.

John Lau  
April 2018