



Head of Development:

Job Description:

Overall responsibility:

To lead the housing development and housing management function of Sophia and in doing so play a lead role in developing and implementing the housing development and asset management strategy of Sophia.

The Head of Development will always seek to align and ground their work within the values and ethos of Sophia.

Reporting: The Head of Development will report directly to the C.E.O.

Development:

- To develop and implement action plans to progress the existing development opportunities that are being presented to Sophia.
- To prioritise the implementation of the current development plan.
- To play a lead role in liaising with Local Authorities and the Department of Housing, Planning and Local Government to progress the funding applications associated with the various developments that Sophia is involved in.
- Once funding is attained for new projects continue to liaise with Local Authorities and the Department of Housing, Planning and Local Government to ensure timely drawdown of funds and to ensure completion of new projects within agreed timelines.
- To oversee and be responsible for successfully progressing any new projects through the planning stage
- To appraise and assess the financial and other risks with all new developments.
- To initiate and anticipate the management plans required to manage all risks with new developments.
- To be responsible for having effective systems and processes in place for ensuring the effective legal transfer of lands and property to Sophia
- To ensure the Sophia housing development and growth targets are attained within the agreed timeframe
- To appraise and make recommendations to the C.E.O on any potential new developments.

Strategy:

- To play an active role in shaping the development strategy of Sophia and to demonstrate leadership and innovation in doing so.
- To keep informed of the trends both existing and emerging in the housing sector in Ireland and to support the shape of Sophia's Development Strategy.

Procurement:

- In accordance with Sophia's procurement policy manage the procurement process associated with the building of all Sophia's new units
- In accordance with Sophia's procurement policy ensure there is effective management of the procurement process associated with the maintenance of Sophia's existing housing stock
- To ensure full compliance and be responsible for compliance with all relevant legislation and policies associated with procurement and tendering for services.
- To liaise with services and builders that are awarded contracts by Sophia and ensure all contracts awarded by Sophia are being adhered to.

Reporting:

- Provide regular reports to the C.E.O and on the direction of the C.E.O to the prepare reports for the Development Committee and Board of Sophia
- To provide and ensure organisational compliance with the reporting requirements of state funders.

Human Resource Management

- To lead, support, supervise and manage staff in the development function of Sophia
- To work with the C.E.O and any other senior staff in the development and implementation of the Sophia Human Resource strategy

Governance and compliance

- To ensure compliance with the relevant regulatory codes of compliance with particular relevance to the compliance with the codes and standards of the Housing Regulator of Approved Housing Bodies
- To participate fully in the Sophia Risk Management strategy and associated risk management register.
- To carry out and conduct all work in line with health and safety policies and guidelines of Sophia and ensure all work within the responsibility of the Head of Development is carried out in a safe manner.
- Ensure the development on new properties comply with all current building regulations

- To ensure rigorous and effective systems are in place so that all contractors carrying out all repairs and maintenance have an up to date health and safety policy and that they have the appropriate level of insurance and competency in implementing Sophia's health and safety requirements.

Relationship Management:

- To support the organisation's work in ensuring effective management of relationships with all external stakeholders.
- Ensure that all relationships with staff, volunteers, supporters and Board Members are managed in a proactive, courteous and professional way.
- To engage in an effective programme of networking and alliance building.

Brand Protection:

- To implement all guidelines in relation to Brand Promotion and Brand Protection.

Asset Management

- To lead the development and implementation of Sophia's assessment management strategy
- To ensure Sophia's annual work programme for cyclical repairs is effectively implemented
- To review and propose systems for the effective response to repairs and maintenance
- To ensure recommendations of stock and condition surveys are being implemented.

Tenant Services:

- Participate in a process of reviewing compliance with RTB legislation and play an active role in implementation of recommendations from any internal review.
- Ensure systems in place for collating and analysing and responding to the feedback from tenants including monitoring complaints (in relation repairs and maintenance) and by monitoring the information sourced through tenant satisfaction survey.
- Ensure data protection policy and client confidentiality policies are fully adhered to.

General

- To work from an anti-oppressive and pro-equality model of care and support
- To constantly use as reference in one's work the Sophia model of care and its commitment to supporting people to successfully recover from homelessness.
- Effectively manage the Annual Budget of Sophia's Housing Development Function.
- Be involved in the preparation of reports, statistics and other information that may be required by the C.E.O.

- Work effectively as a member of the team.
- Strictly adhere to Sophia's Data Protection and Confidentiality policies.
- Participate in regular supervision and annual appraisal and assist in identifying own job-related training needs.
- To liaise with other staff as needed, and to work in a proactive and constructive way with other services and departments.
- Project a positive image of Sophia at all times.
- Always act in the best interests of Sophia.
- Undertake any other duties commensurate with the role and as directed by the C.E.O.

The ideal Candidate must have:

- 5-7 Years' experience in a leadership/management role in Property Development/ Management
- A strong and flexible work ethic
- Evidence of having a results focused mind-set
- Capacity to successfully manage the compliance requirements within the sector
- Proven commercial acumen
- Excellent interpersonal and communication skills
- Excellent knowledge of public procurement processes, planning legislation and construction in the residential sector.
- A recognised qualification in a property related discipline e.g. surveying/architecture/ engineering to degree level is essential, with a formal qualification in project management being desirable
- A full clean driving licence.

Application Process

Interested candidates should email Lorna Burke (HR Manager) at lburke@sophia.ie for a Recruitment pack.

Applications should include a Cover Letter and CV and should be emailed to lburke@sophia.ie

Closing Date for receipt of applications is **5pm on Friday, 12th August 2022**