

ROLE PROFILE

Role Title:	Development Coordinator
Department:	Development
Role Purpose:	To provide a full range of administrative support to the Development Team and to assist the Programme and Compliance Manager with work on supporting the Development programme and producing reports as instructed.
Reporting to:	Programme and Compliance Manager
Responsible for:	N/A
Disclosure level:	Standard
Role Level:	Frontline Worker

Key Role Responsibilities	<ul style="list-style-type: none"> • To provide administration support to the Development Team as required. • To facilitate the signing and sealing of Development documents. • Ensure BACS and CHAPS payments are processed as appropriate. • To assist the Programme and Compliance Manager with work on supporting the Development programme and producing reports as instructed. • To ensure up to date records are kept in relation to information on the development programme provided both internally and externally to Homes England and LA partners. • Assist the Defects Co-ordinator when required with defects administration. • To maintain the filing systems in the department and be responsible for recalling files from archive as required. • To help collate information for performance indicators and other statistical reports. • Assist with internal and external audits to ensure all the relevant information is available. • Arranging team meetings, circulating agendas and minute taking. • Provide cash flow and Business Plan data to the Finance Department on a regular basis and be responsible for its accuracy.
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	<ul style="list-style-type: none"> • Ensure that correct documentation is held to comply with procedures and enable grant to be claimed and properties to be charged. • Ensure the development page of the intranet is updated regularly. • Act as software administrator for the development appraisal system. • Produce, develop and maintain financial reports on the development programme, ensuring the accuracy of information provided. • Assist in writing reports to Board. • Liaise with other members of the team to ensure compliance with relevant procedures is maintained. • Respond to corporate and external requests for development information on an on-going basis. • Monitor, interpret and communicate changes relating to areas of responsibility, updating procedures as appropriate. • Work collaboratively with other teams. • Undertake ad hoc projects as required commensurate with the position.
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Education, Qualifications and Training	<ul style="list-style-type: none"> • GCSEs (grade C or above) including English and Mathematics.
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent Customer Service. • Demonstrable experience within an administration role supporting a team. • Understanding of basic building construction and/or development function. • Experience of producing accurate reports. • Understanding of financial information.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Approachable. • Accurate, with numeracy skills and keen eye for detail. • Ability to build effective relationships. • Professional approach to service delivery. • Ability to work alone and as part of a team. • Ability to analyse complex data.