

Role Profile			
Role Title:	Development Consultant		
Reports To:	Director		
Location:	TBA	Salary:	By Negotiation

ROLE PURPOSE

The post holder will be required to provide services to clients, these will include fulfilling interim posts, project managing development, regeneration, sales and undertaking other activities such as market research, stock rationalisation and asset option appraisals.

The postholder will be expected to maintain ARK’s appraisal model (currently Proval) and to be one of our viability appraisal experts. You will complete our annual assumptions update.

The post holder will lead our Development Benchmarking Group and is expected to grow that activity by 30% annually.

The post holder should network extensively and proactively seek new business opportunities for themselves and to build a team of associates delivering services. The post-holder will be expected to maintain their development expert status and to identify their own and their teams training needs.

PRINCIPAL RESPONSIBILITIES

INTERIM AND PROJECT MANAGEMENT

1. Work for and on behalf of clients from their offices, ARK’s offices or home, providing a rounded development service. Attendance at client’s offices will be in accordance with their working hours/patterns. You must be smart and work diligently at all times.
2. Apprise yourself of the client’s requirements and work to the client’s brief, achieving high quality outcomes, adopting the client’s standard policies, processes and documentation.
3. Seek to “add value” to the client by identifying improvements to systems and processes.
4. Ensure that the client is aware of progress against agreed targets. Report against target changes in a timely manner to your Director especially where project plans and targets need to be revised.
5. Ensure documentation required by clients e.g. building/purchase contracts, leases, etc. are signed, sealed and returned to the appropriate body. Only keep copies as required for ARK audit purposes or otherwise agreed with the client.
6. Write and present reports as required by clients.

BUSINESS DEVELOPMENT

7. Develop and maintain contacts with landowners, developers, estate agents and other agencies that may have suitable land or property available for disposal, or who may have other business opportunities of interest to ARK’s clients.
8. Build an extensive network of client contacts within councils and housing associations and other relevant organisations. Obtain work opportunities for yourself and your team from those contacts.
9. Maintain up to date knowledge of the main trends and market initiatives in relation to housing development and planning and especially affordable housing development.
10. Monitor and evaluate incoming development opportunities and under the direction of the Director, notify selected clients of those opportunities.

11. Promote a positive image of ARK through the development and maintenance of excellent working relationships with clients, partners, colleagues and ARK Associates.
12. Write and present proposals as required.
13. Write blogs and thought pieces to support your development expert status.

KEY ACCOUNTABILITIES

RECORD KEEPING AND ADMINISTRATION

12. Keep up to date with our appraisal provider and make recommendations for upgrades.
13. Annually update our development assumptions.
14. Provide expert advice to the ARK team utilising our appraisal model.
15. Establish and maintain appropriate records and files for ARK and for clients, and provide regular progress reports, client contacts, forward work programme KPIs etc., as specified.
16. Submit monthly documentation as required including:
 - Timesheets
 - Client timesheets/expenses claims
 - Mileage and expenses claims

HEALTH AND SAFETY

17. Observe all safety rules and carry out safe working practices at all times. Take reasonable care for your own health and safety and of other persons who may be affected by your acts or omissions at work.
18. Appraise yourself of all health and safety practices of client organisations when working in and from the client's offices.

DIVERSITY

19. Be aware of ARK's responsibilities to provide a service that reflects and respects the diverse communities in which we work.
20. Forge strong partnership relationships and communicate effectively with people from all sectors of the community, outside agencies and internal colleagues.

RISK MANAGEMENT

21. Play an active role in identifying, managing and controlling risks relating to the activities of ARK.

GENERAL

22. Keep abreast of the changing face of the social housing operating environment through involvement in meetings, conferences, seminars, reading appropriate journals etc. Evaluate and report on such information and implement where appropriate.
23. Undertake any such training and further education as identified and agreed with ARK's Director.
24. Respect and uphold the confidential nature of the services that ARK provides to and for its clients.
25. All information held or used by you in relation to ARK Consultancy Limited, CHIC Ltd and clients is to be regarded as confidential. You should not at any time disclose to any person any information as to the business dealings, finances, software, intellectual property, business models, processes and procedures of ARK or CHIC, nor any facts or knowledge in

relation to ARK's clients or CHIC's members. All proposals, reports, business models, spreadsheets, memoranda and other documents/IP in your possession (both electronic and hard copy) are and shall remain the property of ARK.

This Role Profile forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at ARK's absolute discretion in the future.

As a general term of employment, ARK may effect any necessary change in job content, or may require the post-holder to undertake other duties, at any of ARK's or our clients' offices or Working from home.

THE CANDIDATE

We are seeking someone able to help drive our development programme, able to take up interim roles, provide clients with project management support or work on specific consultancy assignments.

We are expecting that candidates are excellent networkers able to exploit their contacts to secure work for themselves and the ARK team. We are looking for someone who can support and build a team of associates around them.

We want candidates with a real interest in development of social and affordable housing but with the commercial nous required to promote and facilitate large multi tenure schemes.

We think the candidate will be:

- Someone with development appraisal and viability expertise with a proper understanding of the economics of development
- Experience of appraising and developing all tenures, social & affordable rent, shared ownership, outright sales, and market rent
- Someone with experience of end-to-end development from Local Plan formulation and site sourcing to end of defects
- An understanding of regeneration and experience of delivering regeneration schemes
- Experience of delivering traditional land and build schemes as well as section 106 and who has a sound understanding of contracts
- Experience of research
- Experience of procuring other agencies to support development and regeneration schemes including other consultants and constructors

Ideally candidates will also:

- Have experience and understanding of MMC
- Have some technical understanding (building surveying, architecture, quantity surveying) and a relevant qualification
- An understanding of the planning system
- An understanding of public sector procurement

Candidates will:

- Possess excellent interpersonal and communication skills
- Efficient organisational skills with good time management as you will be expected to perform your duties with minimal supervision
- Proficient in Outlook, Word and PowerPoint and in populating programme and appraisal spreadsheets
- Impeccable attention to detail
- Able to demonstrate personal drive and commitment

CORE TERMS

- Salary – By negotiation – depending on skills and experience
- Car allowance £1,300 PA and 45ppm
- Incentives – By negotiation and linked to targets
- Pension scheme – 5% ARK Contribution
- Holiday – 25 days per annum pro rata to the start date (ARK's financial and holiday years run July to June)
- Hybrid working from home and offices.