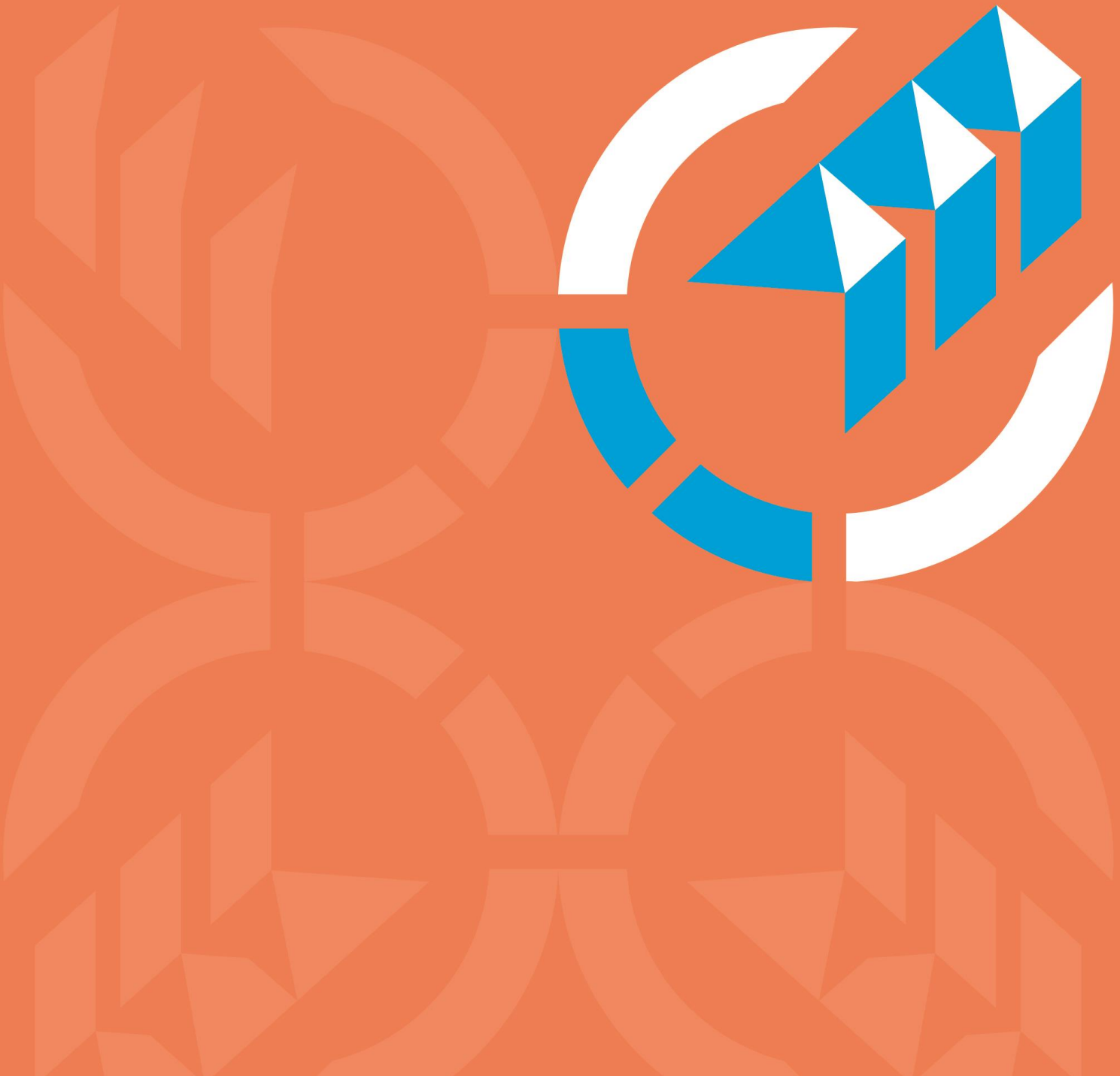


Senior Development Officer – Construction

Candidate pack | August 2025





North & East
Housing Association
Building & Supporting Communities

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North & East
Housing Association

Building & Supporting Communities

Welcome to our organisation

I am so pleased you are taking a closer look at this opportunity to join North and East Housing Association (NEHA).

The Senior Development Officer (Construction) is a new position and will join the existing Development Team. The primary specialism of this role is to fulfil a representative and coordination management role on behalf of North & East Housing Association (Company/Client) on Employer Led construction projects and other Turnkey Led projects as required.

NEHA is a special place. We are very much rooted in our community and have always taken a tenant-centred approach. It is one of our values and as such, it runs through all that we do.

We will value the skills and experience you will bring to this role. Your creativity and insights will help us to review, and re-set as needed. You will be part of a small team taking collective responsibility to support our strategic direction and to ensure we are well positioned for that journey.

Our legacy of some thirty years is anchored in a commitment to ensure that our tenants live in homes and communities to be proud of. Our future is about considering both proven and innovative approaches that are in the interests of our tenants. I hope you will read on to find out more about this unique leadership opportunity to be a part of our future.

Kind regards

Vincent

Vincent Keenan | Chief Executive



North & East
Housing Association

Building & Supporting Communities

About NEHA

NEHA exists to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland.

We support thriving communities through quality housing and continuing support for our tenants. We are a values-based organisation and a not-for-profit business with social objectives, which means that all our resources are reinvested in providing homes for those in need of housing.

We have 841 homes and provide housing management and tenant support services to tenants in twenty-six locations across eleven local authority jurisdictions. NEHA is primarily a general needs Approved Housing Body (AHB); however it also provides housing services with partners that focus on housing for people with specific needs.

Our vision is to create vibrant, thriving communities by providing high quality and secure housing appropriate to the needs of families and individuals.

Our purpose is to provide sustainable quality homes and support the development of integrated and inclusive communities. We aim to create housing that allows individuals and families of diverse backgrounds to live and thrive together. We are committed to building and providing more homes to meet ongoing housing needs in collaboration with all our partners.

Our vision and purpose is underpinned by four values:-

RESPECT

- Treat everyone equally with respect and dignity.
Embrace and value different views.
- Show empathy and understanding of others.

TRUST

- Act with integrity and honesty.
- Dependable and consistent in actions.
- Uphold high standards of governance.

TENANT-CENTRED

- Communicate clearly and respectfully, ensuring tenants' voices are heard.
- Provide maintenance and management for our tenants' homes with a focus on quality and sustainability.

COLLABORATIVE

- Working collaboratively with stakeholders to deliver on the purpose of the organisation.
- Partner with local authorities, government agencies and departments, other AHBs and housing providers to achieve our growth ambition.
- Work with other AHBs of a similar size to seek to develop, and potentially amalgamate, to evolve and grow to create an AHB that can deliver at significant scale.



Role profile

Principal Objective of Position:

The Senior Development Officer (Construction) is a new position and will join the existing Development Team. The primary specialism of this role is to fulfil a representative and coordination management role on behalf of North & East Housing Association (Company/Client) on Employer Led construction projects and other Turnkey Led projects as required. Reporting to the Development Manager, the role will be the point of liaison with Design Team management, ensuring overall compliance with the relevant and prevailing regulatory frameworks/regulations. The role will involve strong multi stakeholder liaison and communications, to include internal Executive, Local Authorities, DHLGH, local Community Engagement, Project Board/Sponsors, preparing updates for the North & East Development Sub Committee and Board as appropriate. The post requires excellent technical knowledge in areas such as Planning, Building Control, Construction and Building Regulations, and all stages of the construction project development cycle. The role will input to feasibility/appraisal of other Local Authority Expression of Interest opportunities, and new business strategic opportunity areas according with the current Company Strategic Plan 2025 - 2028, succession strategies, and any enhanced strategic direction adopted.

Responsibilities:

Core Responsibilities and Duties:

- To provide a project key day to day Company/Client Representative role in all areas of construction undertaking on behalf of the Company.
- Under the overall direction of the Development Manager, this will entail being the key project point of contact, liaising with and providing project instructions to all relevant personnel across Project Management/Employers Representative, Architect Lead/Employers Representative disciplines through both the Capital Work Management Framework and Turnkey Frameworks, as appropriate to the undertaking.
- Day to day oversight of Design Team adherence to all prevailing project relevant regulations, project programme, cost parameters, and in-house procedures in consultation with the executive and other key stakeholders.
- To assist the Development Manager in the assessment of specific turnkey led acquisition opportunities, assisting with the preparation of feasibility and economic appraisals.
- Provide periodic supports and inputs to the team as required on specific strategies, such as Expressions of Interest or Call for Proposal outturn strategies from strategic partners and funding agencies.
- Periodically, assisting in the preparation of scope of services briefings, liaising with company procurement consultancy as, in the preparation of a project brief, specification, scope of services



documents and the tender packages for design teams, assisting in managing procurement activity via the Office of Government Procurement and e-tender procurement portals. Assist in managing mini competitions in context of utilising these employment frameworks.

- Through good communications and engagement, assist the Development Manager and wider team, with stakeholder and housing provider business relationship development and management, establishing and sustaining new and repeat business outturn opportunities.
- Assist the development team in the retention of up-to-date data in relation to construction costs and projections, and key contractor activity.
- To coordinate transactional, funder and regulatory compliance on employer led/specific turnkey led construction projects facilitating compliance with the various statutory regulations in force, funding scheme specifics and underwriting standards required.
- To be aware of DHLGH memoranda and circular provisions, and EU public procurement requirements in context of relationship and consequent approach/effect to project undertakings.

Project Management Accountability:

- Manage and liaise effectively and regularly with the designated Project Manager/Architect Lead/Employers Representative on a project specific basis.
- Liaise with Architectural discipline in determining the Client required design and specification to address the intended tenant profile.
- Liaise with Company appointed Legal Representatives at the appropriate stages to coordinate provisions and ability to meet legal construction deliverables and funder covenant deliverables.
- Liaise and coordinate with all stakeholders and statutory agencies to facilitate advancing and securing stage approvals for both Department of Housing Local Government and Heritage (DHLGH) and Housing Finance Agency (HFA) funding sources.
- Monitoring, and reporting progress of contract undertaking to Development Manager at suitable intervals.
- Attending site meetings regularly, and as necessary. Manage and liaise with the Project Manager, Employers Representative, and appointed Quantity Surveyors effectively and diligently regarding change orders and compensation events arising in the case of Employer Led Construction.
- Interact and liaise at all stages with Company Appointed Representatives on turnkey led undertakings, providing for effective and diligent alignment to required company procedure, and procurement requirements for this output approach.
- Liaise with the Design Team as appropriate in the selected Building Contractor tendering process in consultation with Project Manager/Project Architect/Quantity Surveyor/Services Engineer, to ensure that contractual arrangements comply with statutory requirements, and that appropriate risk elimination and mitigation exists for the Company as contract awarding body.
- Ensure all Health & Safety regulations are adhered to, that Employer duties under the Construction Regulations 2006 – 2013 are adhered to in terms of appropriate appointments.
- Ensure all necessary Design Team and Consultant insurances are in place, with the appropriate levels of Professional Indemnity, Employers and Public Liability insurances, and that these are maintained up to date, liaising with company insurers and having full regard for fulfilment of funder indemnity levels and collateral warranty requirements.
- To monitor and report on project capital expenditure, ensuring budgets and cashflow projections are being maintained within tolerances and flagging any forecast variances in a timely and appropriate approach.



- Liaise with finance department for all claim payments at all project stages and ensuing claims from local authorities and funders are processed and managed expeditiously and diligently.
- In general work collaboratively with the finance team in ensuring timely implementation of payment and availability funding on given transactions in meeting lending covenants.
- To represent the Company as required in negotiations to approved thresholds per delegated authority in this respect.
- Work effectively and diligently with appointed Project Manager/Employers Representative/Quantity Surveyor at contract final account stage.
- Ensure all handover documentation is available on practical completion, ensuring compliance with Building Control Amendment Regulations per legal construction deliverables and PSCS safety file collation requirements.
- Interact with the Project Architect in the undertaking of the defects inspection/snagging process on Employer Led undertakings to coordinate company requirements and standards being adhered to.
- Coordinate with company representative or property services team member undertaking defect/snagging process on turnkey led assignments, to coordinate company requirements and standards being adhered to.
- Coordinate on internal department interdependency areas generally, including task mobilisation based on forecast and actual hand-over of dwellings.

Administrative/Corporate Responsibilities:

- To prepare scheme proposal and status update papers for assigned undertakings for the Development Sub Committee.
- Contributing to the effective delivery of a quality service through the formulation, review and implementation of policies and procedures.
- To be aware of, and act in accordance with up-to-date Statutory Instruments and to keep abreast of changes in relevant legislation.
- Maintain a good knowledge of the Capital Works Management Framework provisions and monitor change development in Government Public Works Capital Contracts and Conditions of Engagement for Consultants.
- Administer records and files to a high standard, providing for ready review and retrieval of data.
- Ensure compliance with policy and procedure areas, providing for robust compliance with internal audit review protocols.
- Represent the Company as a liaison with the Irish Council for Social Housing (ICSH), and other representative bodies, attending meetings and working groups, and influencing policy areas as appropriate.
- To undertake any other occasional duties which are consistent with the responsibilities of this post.



Person specification

Qualifications, experience and knowledge

Education/Experience Requirements

- Relevant 3rd level construction/development related degree level qualification, and at least 3 - 5 years' experience in construction, development, design, or building/quantity surveying environment is essential.
- At least 2 years', or a similar project lifecycle timeline, post graduate demonstrable experience in construction project coordination/management/contract administration of residential projects.
- The post will require own vehicle travel and associated time flexibility within the company output/operational areas.

Highly Desirable

- A specific construction project management qualification.
- Knowledge of Project financing solutions and funder covenant conditions and deliverables.
- Sectoral experience in provision of residential accommodation under Government Housing Policy as delivered through the Housing for All Plan, other Approved Housing Bodies would be a distinct advantage.
- Demonstrable knowledge of administration of the Capital Works Management Frameworks, Government forms of Construction Contracts and Consultant Conditions of Engagement would be a distinct advantage.

Skills and abilities

- Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic scheduling software inc. MS Project.
- Ability to work well within a team, and team interdependency environment.
- High degree of efficiency, ability to self-direct, and work well within a team structure.
- Good awareness of current housing policy, including the Housing for All Plan, and social issues impacting housing policy.

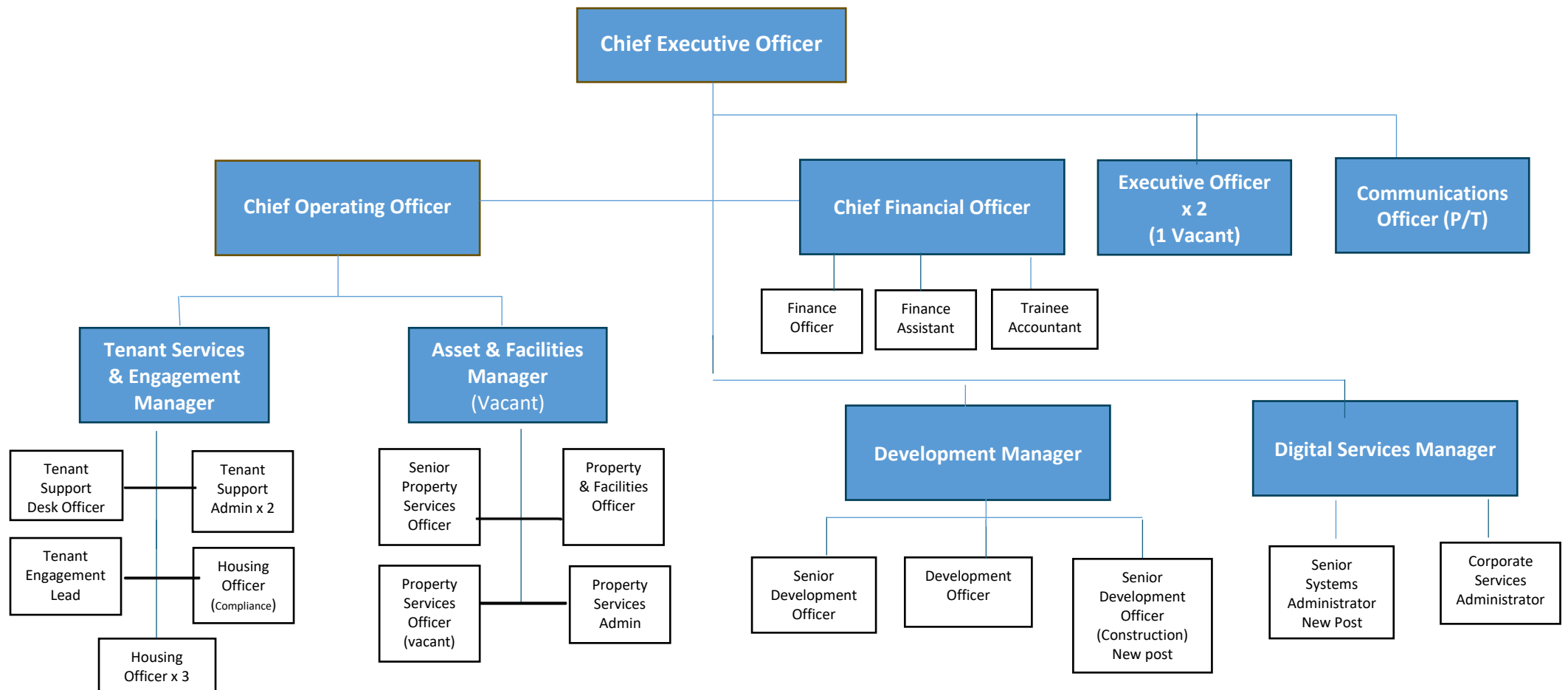


Competencies

Competencies:

- a. Project management and stakeholder/customer communication skills.
- b. Ability to use own initiative.
- c. Budgetary/Programme monitoring & control.
- d. Ability to coordinate multiple projects/transactions.
- e. Excellent time management and prioritisation skills.
- f. Resourcefulness.
- g. Negotiation Skills.
- h. Solutions focused approach to problem solving.
- i. IT Skills, including mobile data management platforms.
- j. Willingness to work outside normal office hours per resource and projects demands, and on occasions attending lunchtime and evening meetings.

Our structure





Key terms & conditions

Salary:

The salary range for the post is €65,727 - €78,482pa, depending upon experience.

Location:

The head office and main location for this role is in Blanchardstown, D15.

Hybrid working is possible after completion of first three months of service. But visibility in this role remains key and the postholder is expected to manage their office presence accordingly.

Probation and notice period:

The probation period is 6 months.

Notice period after that is 1 month.

Additional benefits:

- CIH membership and professional body fees
- Free parking at NEHA offices
- 25 days annual leave
- Company additional days
- Individual training & development programme
- Employee assistance programme
- PRSA pension scheme
- Enhanced maternity & paternity benefit
- Travel & subsistence allowance
- Death in service benefit.



How to apply and key dates

To apply for this role:

Please send your CV and supporting statement to:

hr@neha.ie

Key dates:

Closes: Wednesday 10th September 2025 @ 5:00 pm

Queries:

If you have any queries please email hr@neha.ie



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