

Job Description and Person Specification

Job Title:	Investment and Development Officer
Job Family:	Housing Development
Responsible To:	Head of Investment and Development
Responsible For:	Not Applicable
Role Purpose:	To be the lead officer responsible for the approved disposals of properties from Advance both shared ownership and rented units. Support shared owners and their families with disposals and when applicable buying again. Keep accurate records of the disposals and ensure this is provided to the relevant officers in other departments.

What you need to do in this job:

- Ensure the properties that have been identified for disposal, either shared ownership or rented, are placed on the open market for sale.
- Ensure that each property disposal follows the correct procedure, documenting this and keeping accurate files.
- Deal with Estate Agents on all matters of the property sale – instructing them on the agreed terms, ensuring the property information is updated for the Agent and for the marketing process.
- Ensure good, accurate and timely communication with shared owners and their representatives and all other stakeholders when dealing with the disposal of shared properties.
- Where shared owners are buying again lead this process with the Home Ownership Manager ensuring that the purchasing process is followed.
- Deal with the external professionals and consultants involved in the disposal of the property – including solicitors, surveyors. Provide accurate information to the external professionals including property information, leasehold information and historic maintenance and compliance matters.

- Provide the required information concerning the property sourced from internal files, management software and information sources, colleagues in other departments, internet searches to solicitors and other external professionals.
- Provide suggested ways of improving the process for disposing of properties to ensure an efficient and accessible process for all involved.
- Provide the required information in an accessible format to the Head of Investment and Development to enable Grant to be recycled and reports provided to Advance's Executive Leadership Team and external stakeholders.
- Prepare disposal statements with up-to-date financial information and present these to solicitors to enable the disposal of the shared ownership property to complete.
- Ensure that other departments are aware of completed disposals so that the property can be removed from servicing and maintenance records.
- Lead on updating Advance internal Information Management systems with the property information as part of the purchase or disposal process.
- Support the Head of Investment and Development and the Senior Development Officer in their development projects.

What you need to be like: Advance's PRIDE Values

Partnership	<ul style="list-style-type: none"> • You work well with others, including customers and colleagues • You make lots of new contacts and connections • You share your knowledge and learning with others
Respect	<ul style="list-style-type: none"> • You are good at listening to and learning from others • You are positive and respond to feedback openly and honestly • You want to see things from the customers' perspective
Inclusion	<ul style="list-style-type: none"> • You respect ideas and values that are different from your own • You challenge bias and act as a supportive ally to customers and colleagues • You understand why an inclusive workplace contributes to strong social values
Drive	<ul style="list-style-type: none"> • You are punctual and deliver work in a timely way • You understand Advance's, your team's and your own plans and priorities • You can explain how far you have got with work and can offer realistic timeframes for completion of the work

Efficiency	<ul style="list-style-type: none"> You look for new or different ideas or solutions that benefit our customers. You share ideas for improved processes with colleagues. You plan work carefully and are mindful of priorities in other departments.
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What you need to know:	Essential/Desirable
• Beneficial to have understanding of the property market.	Desirable
• Familiar with using Microsoft Office software.	Essential
• Use of housing management software – Advance currently uses Open Housing.	Desirable
• How to present information in an accessible way.	Essential
• Understanding of working with vulnerable adults.	Desirable

What you need to be able to do:	Essential/Desirable
• Work under own initiative.	Essential
• Communicate clearly and effectively with a variety of stakeholders.	Essential
• Keep accurate records of property transactions.	Essential
• Negotiate with stakeholders and consultants.	Essential
• Work as part of a team who work across different geographies and using various media.	Essential
• Work with figures having good numerical skills and be comfortable using these in reports.	Essential

Points to note:

This role requires the post holder to complete an enhanced DBS check (Disclosure Barring Service (DBS))

This Job Description and Person Specification contain examples rather than an exhaustive list of tasks to be undertaken in your day to day role. The post holder will be required to undertake any additional duties commensurate with the role.

Advance may make reasonable changes from time to time.