

# TAFF

We deliver great homes and services  
and support communities to thrive.

Taff is responsible for over 1,500 homes across Cardiff and we provide support services to people across four local authorities in South East Wales.

We develop and deliver reliable services. Building and maintaining quality homes, working with local communities and building long-term partnerships.

As we continue to grow, we'll continue to use our position of influence to create positive change.

## Our Values

We inspire  
**Trust**



We are  
**Ambitious**



We are always  
**Learning**



We are  
**Kind**





## **Advert**

At Taff we have ambitious plans to grow, and our development programme plays a key role in achieving this. This role is vital to delivering the great homes we need to support our communities to thrive and to tackle the housing crisis.

We are looking for someone enthusiastic who wants to make a difference and is looking to develop their career in development.

This role will focus on providing support and project co-ordination. Development can be a fast-paced environment, so adaptability, a can-do attitude, high levels of organisation and an eye for detail are important.

We welcome any questions in advance of an application, so please get in touch with Eleanor Foxwell, Development Manager at [eleanor.foxwell@taffhousing.co.uk](mailto:eleanor.foxwell@taffhousing.co.uk) or Keri Harding-Jones, Senior Development & Projects Manager at [keri.harding-jones@taffhousing.co.uk](mailto:keri.harding-jones@taffhousing.co.uk) if there's something that matters to you that we haven't quite covered.

## **THE ROLE**

**Role title:** Development Project Co-ordinator

**Responsible to:** Development Manger

**Team:** Development Team

### **What you'll do...**

As part of the Development Team, you will support the delivery of the development programme and development strategy. Your role will ensure the team consistently achieves exceptional performance and delivers outstanding customer service.

### **What you will be responsible for?**

- Instructing, investigating, co-ordinating and inspecting defect repair work when schemes are in their defect period including identifying whether a repair is a defect and maintaining the highest levels of customer service and contractor management in line with agreed timescales
- Arranging and appointing consultants and technical surveys in line with procurement policy. Ensuring terms and conditions and insurance are in place and maintained through the appointment period
- Co-ordinate and attend design, site and other meetings, taking minutes and ensuring actions are completed
- Undertake due diligence for new opportunities and assist with the co-ordination of pre-contract design stages. Supporting the development of client briefs for new schemes to meet the requirements of internal client departments
- Assist with the preparation and co-ordination of information for tender packs including scheme specification documents
- Ensure all audit documentation and securitisation information is maintained and kept up to date
- Assist in the preparation of relevant grant related submissions to Welsh Government and other funding institutions and subsequent liaison
- Collating and completing various statistical data required by the association and Welsh Government.

- Assist senior team members with the preparation of financial viabilities for schemes
- Preparation of handover packs and co-ordination of handover process with internal teams and residents
- Post contract support during the onsite works stage including working with contractors to monitor the discharge of planning conditions and completion of sectional agreements and other relevant development documentation
- Co-ordination of health and safety and operational and maintenance manuals and component registers for new schemes
- Sharing of information with internal teams and communications across the Association
- Support the Clerk of Works with site inspections and preparation and review of scheme documentation
- Assist with the co-ordination the CDM, planning and building control documentation for all works
- Updating department trackers, including the contracts and asset and liabilities register.

## **THE PERSON**

### **Essential Skills, Experience and Qualifications:**

- GCSE English and Mathematics or equivalent level of literacy and numeracy
- Experience engaging and working with stakeholders, customers and clients
- Relevant experience in property, construction, property/development finance, or a procurement related field. Ideally, having experience of pre contract and/or post contract construction stages
- Understanding of CDM and other relevant legislation
- Experience working in a fast paced deadline driven environment
- Good technology skills: to include standard applications (e.g. Microsoft Office) and a willingness to learn new applications
- Ability to demonstrate a high level of accuracy and data management
- Technical knowledge of either planning, land acquisition, or construction would be advantageous
- Ability to analyse and review legal documents, specifications and technical drawings
- Ability to prioritise workload to meet deadlines
- Collaborative working and communication
- Able to demonstrate strong organisational and project skills
- Play your part in tackling discrimination and prejudice not just for our customers, but our colleagues too, welcoming and celebrating difference
- A positive ‘can do’ attitude and actively contributes to creating an awesome Taff culture
- Flexibility and comfort in working in an agile environment with a focus on ‘getting the job done’

## Success Factors

- Defects works are completed in line with contract requirements and to the satisfaction of the resident
- Procurement policy is followed, and contract appointments are correctly recorded
- Audit information is maintained to achieve substantial assurance
- All actions from meetings are co-ordinated and completed
- Schemes meet cost, time and quality KPIs as set out in Strategic and 30 year business plan
- Handovers progress smoothly with information shared promptly to all internal departments and residents are supported in moving into their new homes
- Post contract information and meeting minutes provide an accurate record to support with dispute of extension of time claims
- Returns to Welsh Government are completed by deadlines
- Development files and registers are maintained
- CDM information is maintained
- Site inspections are completed in a timely manner
- Pre contract stages are co-ordinated and completed within timescales
- Post contract stages are co-ordinated and completed within timescales to prevent on site scheme delays
- Finance team is supported with securitisation.

## **We'd also need you to be:**

- Digitally savvy, able to use Taff's latest technology / kit
- Comfortable to work in an agile environment, with a focus on 'getting the job done'
- Actively anti-racist and tackle all types of discrimination, not just for our customers, but for our colleagues too, welcoming and celebrating difference
- Possess a positive 'can do' attitude and actively contribute to creating an awesome Taff culture.

## **We ask all Taff employees to...**

- Keep up to date with changes in systems, policies, procedures and working practices
- Take ownership for your personal safety and that of those around you
- Take the opportunity to develop your skills and knowledge
- Contribute to a happy and positive workplace

\*This job description is indicative of the range of current duties and responsibilities for the post. It is not comprehensive. This post is expected to develop over time with the skills and knowledge of the post holder and it is essential therefore, that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.



## CONDITIONS OF SERVICE

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**Annual salary:** £30,035 per annum

**Contract type:** Permanent

**Working Week:** 35 hours a week, Monday - Friday

**Location:** Head Office at Alex House, Canton, Cardiff CF5 1JD

**Colleague Benefits:**

- ▶ 25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days)
- ▶ 4 extra concessionary days and public bank holidays.
- ▶ Defined Contribution SHPS Pension scheme with a maximum contribution of up to 9.25%
- ▶ Enhanced sick and maternity pay
- ▶ Simplyhealth cash plan covering optical, dental, chiropractic treatment and more
- ▶ Permanent Health Insurance through Canada Life
- ▶ 'WeCare' service through Canada Life for employees and their household giving access to GP consultations, specialist counselling and many other services
- ▶ Employee Assistance Programme through LifeWorks
- ▶ Business Mileage expenses will be reimbursed when using your own motor vehicle for use on official journeys

**Checks:** DBS & reference checks required. Appointment will be confirmed only upon satisfactory response

**Closing date:** Friday, 4<sup>th</sup> April 2025 @ 10.00am

**Interview date:** Monday, 14<sup>th</sup> April 2025.