Creating better **Careers**

#atebcareers

Head of Development

Recruitment Pack

SALARY PACKAGE

c£70k - £74k per annum

Earn up to £76k per annum based on annual performance reviews

CLOSING DATE

Sunday 11th October

INTERVIEW DATE

Stage 1
Virtual - Monday 19th October
Stage 2
In Person - w/c 26th October

disability confident COMMITTED

atebgroup.co.uk

ateb

The ateb Group

A message from the ateb team

We are all aware of the current pressures on the supply of good-quality new homes that are accessible to all. This is why ateb remains committed to procuring new homes to 'Serve More People' across the West Wales communities we serve. To do this, we need people who share our ambition, drive, and forward-thinking approach. This new role will be at the forefront of our growth plans, leading the delivery of great new homes to the communities that need them most.

We are an actively developing housing association with a strong track record of delivering great homes. The most recent Welsh Government customer satisfaction survey showed that 97% of ateb customers said they were satisfied with the quality of their home... no pressure then! As a senior member of our Development & Asset Directorate, you will be actively engaged in all aspects of the development process and will work closely with our asset teams on long-term specification planning and scheme viability.

Your drive and enthusiasm will help us find innovative ways to maximise our resources for the benefit of the new customers we will serve. Working with an experienced team of development professionals, and as part of our Leadership Group, your voice will support the collaborative leadership style we are developing. By working towards a shared vision, ateb will always be greater than the sum of its individual parts.

ateb is, and will always be, on a journey, as 'change is our only constant'. We believe we offer a positive place to work, rewards that are consistent with the status of the role, and a committed forward plan of exciting developments. We want you to help shape our story, not just be part of it. If we get that right, more people will live in better homes.

Relationship building is not limited to our internal dynamics; you will create and nurture key external stakeholder relationships, from Welsh Government to our extensive supply chain. This will demand strong communication and awareness skills, powered by innovation to unlock the challenges facing the housing market. So, if this key leadership role sounds like you... you know what to do! Send us your details and work with our People Team, who can help with any queries. If you don't submit an application, you will miss out on this great opportunity. Good luck, and we look forward to hearing from you soon.

Nick Hampshire

Chief Executive

The ateb Group

Our Group is made up of companies that collectively have the purpose of...

Creating Better Living Solutions for the people and communities of West Wales

We aim to:

- **Improve Customer Service**
- **Serve More People**
- **Increase Business Effectiveness**

We are concentrating on:

- Affordability - Help support the challenges of the cost of living crisis
- Safe Homes - Keep our homes compliant
- Customer Service Investment - Make improvements to service delivery
- Collaboration - Work with others to achieve more
- Lower Carbon - Work towards our' ateb net zero' target

The Group offers various services across the West Wales counties of Carmarthenshire, Ceredigion and Pembrokeshire. The parent of the Group, ateb Group Limited, is regulated by the Welsh Government. Both active subsidiary Companies have their own Board that reports to the parent Board.

We Are ateb

Our ateb Vision shows us "...what looks good for ateb." We all have a role to play in making our Vision a reality.

Our ateb Vision consists of 6 sections:

Purpose
Creating Better Living Solutions

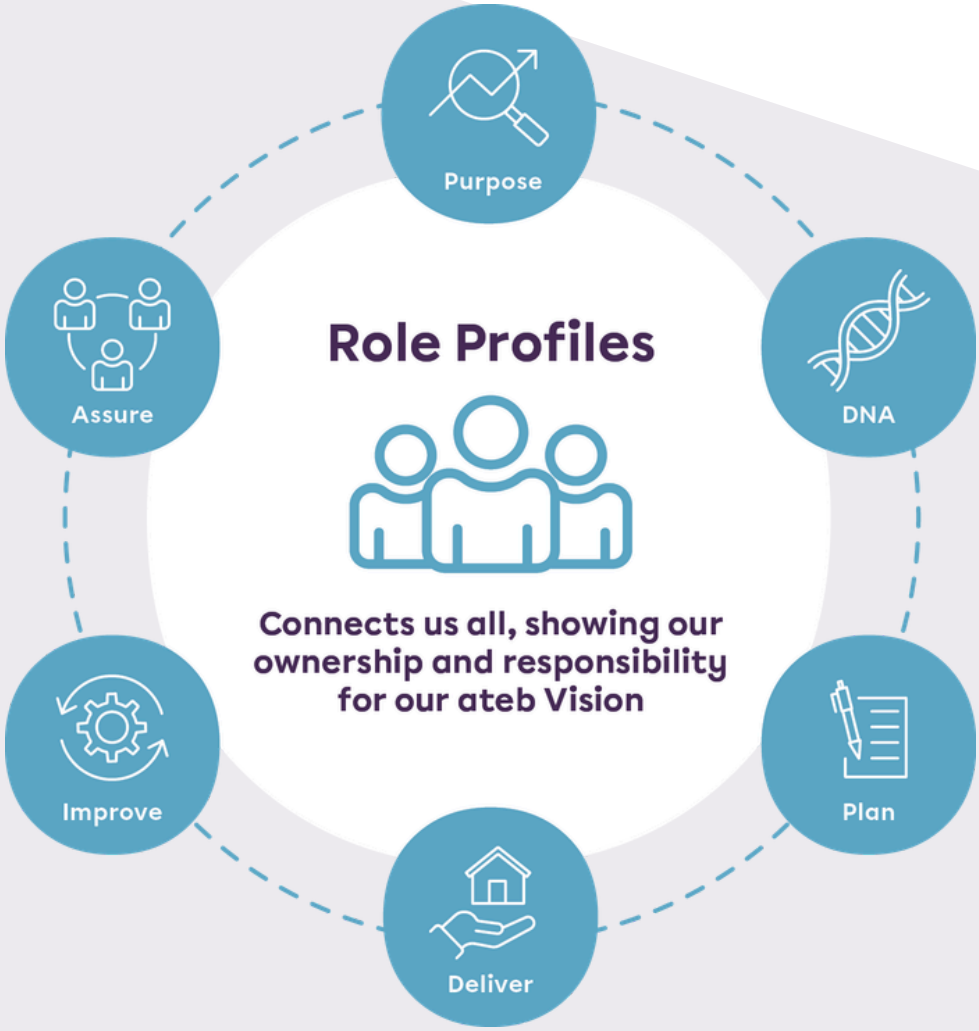
DNA
Trust, Togetherness
and Empowerment

Plan
Improve Customer Service
Serve More People
Increase Business Effectiveness

Deliver
The right customer Outcomes
as Effectively as we can

Assure
Understand Risks
Set the right controls
Test the controls are working

Improve
Improvement is the day job



Development & Assets

Some say this is the best directorate in the world...

Scope

The directorate is made up of three delivery teams: Development, Strategic Asset Management (SAM) and Property Investment

Development includes three service areas:

- Land - Acquisition, Planning and Tender preparation.
- Construction - on-site works and property handovers.
- Sales - MBH sales activity, including general oversight of MBH

Strategic Asset Management (SAM) is responsible for property condition data collection and analysis, informing investment programme priorities and supporting business and financial planning

Property Investment delivers two to three year planned works programmes through frameworks and individual tender packages

Team Structure - the directorate has 24 posts in total: 7 in development, 4 in SAM, and 13 in Property Investment.

Background Facts

- We are aiming to build/acquire around 110 new homes every year; we receive circa £5-20m SHG annually; we are an active partner of 3 local authorities: Pembrokeshire, Carmarthenshire and Ceredigion.
- We invest circa £5-10m in planned improvements to our homes every year. We have received multiple grants and loans for the additional decarbonisation of some of our poorer environmentally performing homes.
- The majority of our homes are modern and in good condition with 90% over SAP C (SAP9).

The Future

- We want to develop our offer in a wider geographical area; we want to help our customers running costs by improving air tightness and installing non-fossil heating solutions.
- We want to be able to be ahead of the game in terms of understanding our property data and predicting future property investment needs. We want to be a great employer and a well-run customer connected West Wales business.
- We want to offer diverse tenures, leverage market home sales for the advantage of more affordable offers and we want to use technology to support customers affordability and use of their homes and increase our ability to maximise our property investment wisely.

Your Role @ateb

You will be our: Head of Development

Working in the: Development Team

You will focus on the following service areas:

Land

- Secure the right opportunities in the right locations.

Commercial Facilities

- Effective working or letting environments.

Construction

- Develop the best homes possible for the long-term benefit of our customers and communities.

Some words from your current team:

Adam will be your direct manager...

Our Development & Assets Directorate brings together the services that shape, invest in and improve the homes we provide. Across the directorate, our focus is on making sure we develop the right homes, in the right places, while also supporting the long-term quality, sustainability and performance of our existing homes.

For the Development Team, this means identifying and progressing new opportunities, building strong partnerships, managing risk and investment decisions carefully, and making sure new homes are delivered to the standards our customers and communities should expect.

The Head of Development will play an important role in leading this work. The role will support the team to maintain a strong and sustainable development pipeline, deliver good-quality homes, and make sure our approach is commercially sound, well governed and aligned to ateb's wider priorities.

As a directorate, we want to keep improving how we work together, how we use our resources, and how we make decisions. This role will help create the conditions for that improvement; supporting colleagues, strengthening relationships with partners, and keeping customers at the centre of development activity

Your Role @ateb

These are a few of the key duties of the role, please refer to the role profile for more:

- Lead the Development Team to deliver ateb's development ambitions, creating the capacity, capability and culture required to achieve great customer outcomes.
- Help shape and deliver ateb's Development Strategy, maintaining a strong pipeline of opportunities through effective business development, partnership working and stakeholder engagement.
- Build and maintain strong relationships with Welsh Government, Local Authorities, landowners, developers, consultants, contractors and funding partners to support future growth and investment.
- Oversee the successful delivery of the development programme, ensuring projects are delivered in line with agreed time, cost, quality and risk parameters.
- Provide commercial leadership across the development programme, ensuring investment decisions are informed by viability, funding availability, customer demand and organisational priorities.
- Ensure development activities operate within ateb's governance, procurement, assurance and risk management frameworks.
- Drive continuous improvement across the development service, ensuring customer experience, quality, handover, defects management and lessons learned remain central to decision making.
- Provide leadership and oversight on complex contractual, commercial and delivery matters, supporting the successful resolution of issues and disputes where required.
- Contribute to the wider leadership of ateb through active participation in the Senior Management Team, providing advice and insight on development performance, opportunities and risks.

- **Improve Customer Service**
- **Serve More People**
- **Increase Business Effectiveness**

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Reward @ateb

Salary **c£70,900 - £74,400**	**c£70.9k - 74k per annum** **Earn up to c£76k per annum based on annual performance reviews** Salary will be based on 37 hours per week, please see notes below regarding our reward @ateb framework

Reward Framework

Our reward @ateb framework consists of the following:

Performance Related Pay **Up to £5,700**	Each role will sit within a salary band where you will be able to potentially increase your annual basic salary each year and earn additional 'in year' unconsolidated rewards where performance has exceeded expectations. Core - Increase your next year's salary up to £3,500 before a cost of living review is applied Core+ - Receive up to a c3% unconsolidated payment in the current year
Encore Awards **Up to £500**	All team members could receive spot lump sum awards each year where they have been recognised for actions they have undertaken to promote our Vision. Encore - Any one team member can receive awards up to the value of £500 in a financial year
Strategic Awards **Variable**	Our Boards have the additional ability to reward their companies where particular milestones or strategic performance has been achieved. Strategic Awards - are not time based, the Boards can consider additional strategic awards for a range of different circumstances relating to operating conditions, performance or achievement of key milestones etc.

Remuneration is just part of the deal, please look at the other benefits of being part of team ateb...

Benefits @ateb

We have some great benefits for this role from flexible working, generous holidays, competitive pension, life insurance and health plans. Go on, you know you want to:

Annual Leave **30 Days** pro Rata **222 hours** pro Rata	Our annual leave year runs from 1st January to 31st December with full time entitlement of 30 days (222 hours) per year, pro rata for part time working arrangements. You will be able to take your leave in hours to increase further your work/life flexibility. In addition, the Group will usually close the office for 3 days during the Christmas / bank holiday period. This time off is in addition to your annual leave entitlement and any bank holidays.
Contributory Pension: **c£7,000**	You will be auto enrolled into our SHPS Defined Contribution scheme in accordance with employer legislation where we will match your contributions up to a maximum of 10%.
Simply Health **Over £1,000**	Over £1,000 of annual health benefits from dental to hospital expenses plus online GP and counselling services.
Life Insurance Cover*: **c £210,000**	Connected to our pension membership, you'll receive 3 times your salary life insurance cover for your family.
Sickness Benefit **3 mths full & 3 mths half**	3 months of full pay and 3 months of half pay (after 6 months service) which can be extended if you are off with longer term critical illness as defined by the Association of British Insurers Minimum Standards for Critical Illness Cover.
Days to Support our Good Causes **2**	As a Group we aim to support worthwhile causes every year, we will support you to volunteer your time to help our chosen good causes.
Learning and Development	The Group invests in a wide range of learning and development activities to support you to do your role better and develop your own skills.
Professional Subscriptions	We will pay one of your annual professional membership subscriptions where it relates to your role.
Trust Clock - flexible working	Flexible time and location working environment. Meet our leading principle and we are flexible on how and where you deliver great customer outcomes.

*Some benefits have a length of service requirement

Benefits @ateb continued

Business Mileage and Car Use	We have different mileage rates depending on your role's requirements for travel. Casual user is reimbursed per mile and an essential user car user receives an annual lump sum allowance plus reimbursement per mile, all to HMRC guidelines.
Special Leave	We know sometimes everyone needs support outside work, we have a fully flexible approach to taking special leave that is tailored to your circumstances.
Additional Health Benefits	We offer annual flu vaccinations and make a contribution towards eye tests and glasses costs for DSE users.
Annual Mental Health Support	Our counselling scheme offers up to 6 counselling sessions plus we can arrange additional support through our retained occupational health service where needed.
Team ateb	As part of the team you can access a range of activities relating to wellbeing and team events as well as our team forum.

Our Working @ateb Leading Principle...

"We must always put the customer, business, team and H&S first when planning and delivering our role profile responsibilities and service area outcomes"

How to apply

So, what's not to like! If you want to make a difference by creating better living solutions for the people and communities of West Wales, you have come to the right place.

Here's what to do to showcase why you are the person for this role...

STEP 1 | NOW!

Check out who we are and what we do on our website.
www.atebgroup.co.uk

STEP 2 | APPLY BY - SUNDAY 11TH OCTOBER 2026

Once you've read the documents and you think it's the role for you, hit the apply button. Keep the information to hand as you'll need this to write a cracking application. At ateb Group we want to hear all about your skills and experience and how they relate to the role, so please don't be modest. Once you're happy with your application, press submit and wait for further information.

Got a query? contact us on peopleteam@atebgroup.co.uk

STEP 3 | WE WILL LET YOU KNOW ASAP

After the closing date, we'll be in touch to let you know if you've been invited for an interview. All applicants will be contacted via e-mail so keep checking your inbox - don't forget to check your junk inbox if you haven't heard from us. We will always contact you.

STEP 4 | INTERVIEWS -
STAGE 1 - VIRTUAL - MONDAY 19TH OCTOBER
STAGE 2 - IN PERSON - W/C 26TH OCTOBER 2026

The interview is an opportunity for us to find out more about you and an opportunity for you to ask us any burning questions you may have - relax, we're very nice! You will also meet some of your future team members for a chat over coffee or cup of tea.

Good Luck

Diversity Statement

ateb Group remains fully committed to the principles of non-discrimination and equal opportunities across all areas of the organisation, our subsidiaries and the communities we work within.

As part of our commitment to improving diversity and representation within our Group, we encourage candidates from all protected characteristics, as well as those with lived experience of disability, to consider joining our Board. Your unique perspectives and experiences are invaluable in helping drive our vision forward.

We are proud to have signed up to Tai Pawb's 'Deeds Not Words' pledge and to have made the Disability Confident commitment. If you are from a Black, Asian or Minority Ethnic background, or have a disability, and meet the essential criteria for the role, you will be guaranteed an interview.

If you would like to read more around our Equal Opportunities and Diversity Policy then please visit our website.

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