



Head of Development & Sustainability Recruitment Pack

Welcome to the Albyn Group Recruitment Pack, where you can learn more about our vibrant community-driven organisation dedicated to providing good quality, affordable housing and supporting thriving communities.

Within these pages, you'll hear from our Group Chief Executive unveiling our vision and commitment to excellence, as well as the impact felt by our tenants and employees.

The rich tapestry of our organisation's history has culminated in the present-day embodiment of our values and aspirations. Meet the people that comprise our dynamic team and gain insight into the benefits of calling the Highlands home.

We hope this document will showcase the pathway to a rewarding career in housing filled with purpose, development, and collective impact.

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A warm welcome to Albyn

Thank you for taking the time to find out more about Albyn and in particular this exciting opportunity to join us in the role of Head of Development and Sustainability.

We are at a pivotal moment in our journey, the Highlands are facing a significant housing challenge, with an estimated 24,000 new homes needed over the next decade to support growing demand and Albyn is committed to contributing towards this challenge and shaping the future of sustainable housing in the region.

As one of the largest social housing providers in the Highlands, we are committed to playing a leading role in tackling the chronic housing shortage while ensuring our new build developments, and existing stock alike, are sustainable, energy efficient and fit for the future.

The Head of Development and Sustainability is an opportunity to lead on housing development, sustainability and strategic growth, ensuring that Albyn's developments not only deliver new homes but also align with our commitment to tenant affordability, environmental responsibility and design excellence. You will develop and deliver a development and sustainability plan, working with key stakeholders to secure funding, identify new opportunities, and ensure our homes support the long term economic and social prosperity of Highland communities.

As Head of Development and Sustainability, you will be responsible for providing the leadership and strategic direction to an experienced and committed team who have already delivered thousands of affordable homes across the region. With your leadership we will continue to expand our housing supply, integrate sustainable practices, and ensure compliance with evolving regulatory requirements.

In this pack you can learn more about our ambitious growth plans, and the positive impact our work has on communities. If you would like an informal chat to find out more about what it is like to work for us, please contact me.

Andrew Martin

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Albyn staff and board on a tour of our stock

Employee voice

“ Since joining Albyn 2 years ago the opportunities for development and learning have been exceptional, particularly in supporting my degree studies. The chance to voice my ideas through surveys and at regular all staff events make me feel valued and part of something bigger. ”

Albyn Group Overview

Albyn Group is led by Albyn Housing Society and its subsidiaries, which are each committed to providing good quality, affordable housing for thousands of people across the region. Through over five decades Albyn has listened and responded to the views of its customers, local government, communities and businesses in meeting housing needs in the Highlands. Albyn strives to perform well as a customer-focused, innovative and equal-opportunities based business. We aim to exceed the performance standards required by The Scottish Housing Regulator. We have many aspirations and ambitions to continually improve our services to our 3,800 customers, spread across the Highlands.

Our Strategic Objectives



Our homes

We will provide high quality, affordable, energy-efficient and sustainable homes by implementing an asset management strategy driven by tactical analysis of data and targeted investment.



Our customers

We will streamline our customers' journey and improve customer satisfaction by developing a Customer Experience Strategy. Underpinning this strategy will be the successful implementation of our digital transformation agenda, enabling more flexibility in how our customers interact with us to ensure that every customer is supported and valued.



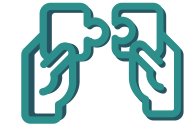
Our people

Our working culture is respectful, effective, engaging, and inclusive and driven by our tenants' needs. We embrace agile and flexible working and the lessons we are learning from COVID 19, enabling cultural change, and driving the people agenda.



Our finances

We will be efficient and effective stewards of our tenants' money and charitable resources to enable the delivery of affordable, quality services for our tenants. We will support the business to invest in stock improvement, systems, and our people



Our partnerships

We will use our expertise to influence social housing policy and develop partnerships across the Highlands that add value to our communities

Our Vision

"Maintain and build quality homes, providing excellent customer service, and giving opportunities for people and communities to flourish."

Our Values



Be Caring



Be Adaptable

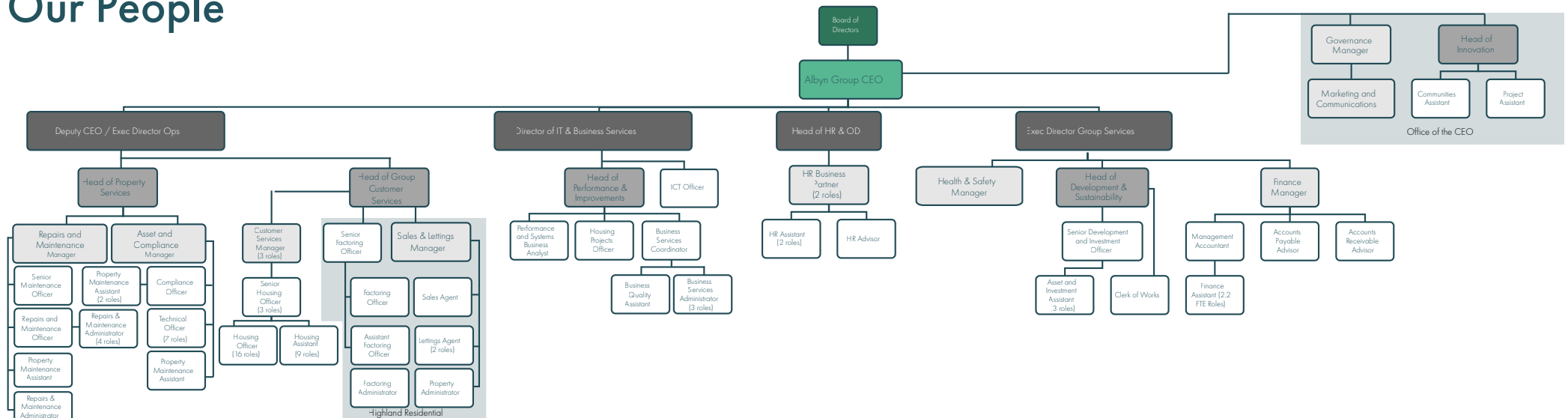


Be Professional

Tenant voice

“**I have been [an Albyn Tenant] for 23 years. I was awarded the flat immediately on medical points. Once I had somewhere to live and was no longer homeless I started to flourish. There have been many ups and downs along the way, but I learnt how to be happy for much of the time.**”

Our People



Kirsty Morrison
Group CEO



Maureen Knight
Deputy CEO / Exec Director of Operations



Laurie Macleod
Head of HR and Organisational Development



Andrew Martin
Exec Director of Group Services

[Learn more about our Leadership Team](#)

Board Members



Lesley McInnes
Chair of the Board



Clea Warner
Board Vice-Chair



Ian Fosbrooke
Company Secretary
(Tenant Member)



Carl Patching



Fiona Mustarde



Lynne Holburn



Scott Macleod
(Tenant Member)



Craig Russell



Jackie Budgen
(Tenant Member)



Niall Owen



Craig Levy

[Learn more about our Board of Directors](#)

Local area insights

Albyn covers a huge geographical area, including some of the most remote and sparsely populated parts of the United Kingdom. We serve over 80 rural and urban communities and operate from 2 offices: our headquarters in Invergordon and a second office in Inverness.

A diverse and beautiful region with affordable living options to suit your needs ranging from fertile farmland, dramatic seascapes, or lively city of Inverness. Our hub, home and roam working offers flexibility of choice.

The region is spoilt with wonderful walks, activities and destinations on its doorstep. The Cairngorms National Park lies at the heart of this region, offering everything from stunning hiking routes to ice climbing, snowboarding and so much more. To the west you will find the magical Isle of Skye, offering the famous 'fairy pools', the Cuillin mountain range and the 'Old Man of Storr'. Whether you want to explore cycling, kayaking, camping or skiing the region offers something for everyone.

The Highlands are accessible by car, rail, bus and air. Buses and trains connect Scotland's major cities through Inverness north to Caithness or west to Kyle of Lochalsh. Stagecoach is our local bus service provider, with routes covering most of the Highlands. Traveline Scotland has a journey planner that shows the most efficient travel option to suit your timings.



Pupils visiting our Invergordon Headquarters

About the role

Details:

Contract Type: Permanent
No of Positions available: One
Working Hours: 35 hours per week
Salary: £69,982 - £73,041, Grade B3-B1 + Car allowance
Location: Flexible Hybrid Working – Balance office and home working for a better work-life blend.

– Invergordon Office or Home working

- Regular attendance in our Invergordon and Inverness offices would be required for meetings with the leadership team, team meetings, occasional Board meetings and all staff events,
- Requirement to travel across the Highlands to meet our customers and represent Albyn at various events and engagements.

How to Apply

Candidates apply by submitting a completed application form or CV along with a supporting statement to recruitment@albynhousing.org.uk, to demonstrate your skills, experience and knowledge, which are relevant to the Person Specification and Job Description.

Download word copies of the Application Form and Equal Opportunities Monitoring Form below or return the forms found in this pack. Alternatively to have this e-mailed, please contact recruitment@albynhousing.org.uk

For further information, please contact Andrew Martin on andrew.martin@albynhousing.org.uk

The closing date for applications is 1pm on **14th March 2025** Interviews will take place 26th - 27th March 2025.



JOB DESCRIPTION

Title of Job:	Head of Development & Sustainability
Location:	Invergordon , Hybrid Working
Number of Jobholders:	1
Title of Line Manager:	Executive Director of Group Services
Responsible for:	Development & Sustainability team

Purpose and Scope

The Head of Development and Sustainability will lead our development team and oversee the implementation of our sustainability initiatives.

The post holder will be responsible for driving our housing development strategy and ensuring that all projects are delivered to the highest standards of quality, sustainability, and environmental performance.

You will work collaboratively with other Heads of Service to advise the Leadership Team on and deliver a diverse range of development projects that align with our mission of providing affordable, high-quality homes in thriving, sustainable communities.

You will work in partnership with local authorities, contractors, and other stakeholders for the benefit of Albyn Group customers.



Be Caring



Be Adaptable



Be Professional

Job Outline: Responsibilities and Tasks

MAJOR TASKS

1. Leadership & Strategy

Provide effective Leadership to the Development & Sustainability team setting out and implementing the Strategic priorities for the Society working alongside key local partners and stakeholders.

2. Housing Development

Develop and deliver the housing development and sustainability plan including agreement of the overall programme with internal and external stakeholders through to assessing site feasibility, contractor selection and project completion and evaluation.

3. Sustainability & Environmental Performance

Provide leadership to the Society in the identification and implementation of sustainability initiatives across both the new build programme and existing stock improvement strategies, delivering value for money and affordable outcomes.

4. Programme Management & Delivery

Deliver on the Board development and sustainability aspirations working with multi-disciplinary teams from across the business and with external partners to support the vital role that Albyn plays in the supply and management of affordable energy efficient homes.

5. Regulatory Compliance & Governance

Champion the regulatory and compliance requirements of the delivery programmes to ensure that compliance is integral to activities at all stages of the programme and projects, delivering on best practice and continuous improvement.

MAIN ACTIVITIES

Leadership and Strategy

- Lead and manage the Development and Sustainability team, fostering a high-performance culture.
- Develop and implement Albyn's development and sustainability strategy, ensuring alignment with organisational goals and objectives.
- Lead the development and execution of innovative funding strategies and partnerships to support net zero initiatives, ensuring alignment with organisational goals and advancing sustainability objectives
- Provide expert advice and guidance on development and sustainability issues to the senior leadership team and Board, interpreting Government and Regulatory Guidance.
- Work collaboratively with internal and external stakeholders, including local authorities, contractors, community groups, and funding bodies.
- Embed the organisational values and create a positive culture where the team feel empowered and valued resulting in a highly engaged workforce

Housing Development

- Oversee the identification, acquisition, and development of land and properties for affordable housing projects.
- Develop strong working relationships with the key partners and stakeholders in the social housing programme across the Highlands including The Highland Council, Scottish Government, Community Housing providers and other RSL's to ensure the needs of communities are met.
- Lead the planning and delivery of housing developments from initial feasibility through to completion, ensuring timely delivery within budget.
- Ensure compliance with regulatory requirements and that developments meet the highest standards of design, construction, and quality.
- Oversee and guide the development design team to create future-proofed, sustainable designs that minimise long-term repair and maintenance burdens, ensuring efficiency and resilience in asset lifecycle management.
- Develop and manage relationships with external partners, such as developers, architects, engineers, contractors, and consultants.
- Prepare and manage budgets, funding applications, and financing arrangements for development projects.

Sustainability and Environmental Performance:

- Drive the implementation of sustainability initiatives within the housing development process, including energy-efficient building practices, renewable energy integration, and low-carbon technologies whilst managing costs to meet viability challenges.
- Ensure all developments meet or exceed environmental regulations and contribute to Scotland's broader sustainability goals, including net-zero carbon emissions and resource efficiency.
- Develop strategies for reducing the carbon footprint of existing housing stock working with The Building Services team through retrofit programs and ongoing sustainability initiatives.
- Promote environmental best practices and innovative design solutions to enhance the sustainability of new and existing properties.

Programme Management & Delivery

- Lead multi-disciplinary project teams to deliver a range of housing development projects on time and to budget.
- Lead the management of the development team to ensure a robust defect resolution is in place by identifying recurring trends, implementing preventative measures, and ensuring a customer-centric approach to deliver a high-quality, responsive service.
- Implement a thorough pre and post project appraisal process to ensure that all proposals are viable, meet strategic and operational plans and fulfil their objectives once completed.
- Monitor and report on project progress, identifying risks and implementing mitigation strategies as required.
- Oversee quality control processes to ensure developments meet health and safety standards, and customer satisfaction.
- Manage project budgets, contracts, and external stakeholders to ensure successful project delivery.

Regulatory Compliance & Governance

- Ensure that all development projects comply with relevant Scottish housing regulations, planning permissions, and sustainability standards.
- Maintain knowledge of emerging trends, policies, and regulations related to housing development, sustainability, and environmental performance.
- Support the Board and senior leadership team in reporting on development and sustainability performance.
- Drive the identification and resolution of latent defects, ensuring robust investigation processes and holding contractors accountable for delivering remedial actions in line with contractual obligations and quality standards.
- Ensure compliance with all funding rules including value for money benchmarking and procurement improvement in accordance with the Scottish Government Affordable Homes Supply Programme requirements.
- To ensure a comprehensive suite of policies and procedures are in place are reviewed and reflect as necessary the services delivered whilst ensuring that they take account of legislative and regulatory requirements and relate to best practice within the sector and encourage innovation and customer excellence'

General

Health & Safety

- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Complete online training as and when required.
- Comply with safe working practices as defined by Albyn Group.

General

- Be aware of and adhere to Albyn Group policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other Albyn Group departments.
- Attend training courses, conferences and other learning and development events, and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role.

Other

- Apply the Albyn Group values and behaviours to every aspect of the role at all times.
- Promote and maintain the standards of the Albyn Group.

PERSON SPECIFICATION

Essential: Education & Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a related subject with demonstrable substantial relevant knowledge and experience. • Demonstrable continual professional development. • Membership of a built environment related professional body.
Essential: Skills	<ul style="list-style-type: none"> • Excellent written, visual and oral communication skills. • An understanding of and a demonstrable application of effective project and programme management skills. • Ability to negotiate and influence to reach a desired outcome. • Excellent leadership, ability to develop, motivate, and inspire staff and teams'.
Essential: Experience	<ul style="list-style-type: none"> • Current delivery experience of a successful Affordable Housing programme preferably within a Registered Social Landlord or Housing Association. • Experience of Budgetary Management and Financial Control within a multi-year capital and revenue programme. • Experience of delivering innovative solutions to social housing related challenges with finite resources. • Financial management at a project and programme level.
Essential: Knowledge	<ul style="list-style-type: none"> • Knowledge of the delivery and governance requirements of the Scottish Governments Affordable Housing Supply Programme. • An understanding of innovative approaches to housing delivery which provides genuine landlord and tenant benefits.
Essential: Other Qualities	<ul style="list-style-type: none"> • Excellent Interpersonal Skills. • Demonstrated leadership and development of people.
Desirable	<ul style="list-style-type: none"> • Post graduate qualification in a relevant discipline.



Ariane Burgess MSP visits tenants at Torbreck

Invergordon Office
98 - 104 High Street
Invergordon, Ross-shire
IV18 0DL



Move in day for our Stratton FitHomes tenants.

Inverness Office
68 MacLennan Crescent
Inverness
IV3 8DN



We managed 255 new lets in 2023/24

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