

Role Specification –Housing Development Specialist

Service Area	Strategy and Commissioning
Role Title	<ul style="list-style-type: none"> Housing Development Specialist
Role Family	<ul style="list-style-type: none"> Specialist
Location	<ul style="list-style-type: none"> Oxted/Agile
Operational Reporting Line	<ul style="list-style-type: none"> Head of Strategic Asset Management
Functional Reporting Line	<ul style="list-style-type: none"> Lead Specialist Housing Development
Grade	<ul style="list-style-type: none"> M2 to M4

Service Area Purpose

Strategic Asset Management sits within the Strategy and Commissioning service area. Strategy and Commissioning sets direction within the context of the Council's vision and political steer, to achieve the Council's ambitions and enhance its reputation. This service area ensures that the vision is translated into the efficient and effective delivery of evidence-based strategy, planned services, actions and projects.

Strategic Asset Management is also responsible for the operational management and maintenance of the Council's General Fund property which includes the Council offices.

Specific Responsibilities

M2:

- Contribute to the delivery of the Council's Housing Development programme, the delivery of homes through its Housing Company and the delivery of other construction-based projects
- Contribute, as required, to the delivery and development of the Housing Development Strategy and the Council's Asset Management and Property Strategies.
- Communicate the Council's position in dealings with external partners, businesses, Government and other agencies on particular issues.

M3:

All the above and:

- Substantially contribute to the delivery of the Council's Housing Development programme, the delivery of homes through its Housing Company and the delivery of other construction-based projects
- Contribute, as required, to the delivery and development of the Housing Development Strategy and the Council's Asset Management and Property Strategies.
- Frequently communicate the Council's position in dealings with external partners, businesses, Government, residents and other agencies on a particular issue.

M4:

All the above and:

- Substantially contribute to the delivery and development of the Council's Housing Development programme, the delivery of homes through its Housing Company and the delivery of other construction-based projects
- Contribute to the delivery of the Housing Development Strategy and the Council's Asset Management and Property Strategies.
- Frequently speak on behalf of the Council in dealings with external partners, businesses, Government, residents and other agencies on a number of issues.
- Establish and maintain effective partnerships, both internally and externally, to support joined up services.

Person Specification

M2:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• Educated to degree-level or equivalent relevant professional qualifications or expertise	<ul style="list-style-type: none">• Professional qualification in a relevant area• Membership of or working towards membership of Royal Institution of Chartered Surveyors, the Chartered Institute of Building or the Institute of Project Managers.

Experience

Essential	Desirable
<ul style="list-style-type: none"> ● Professional competence / expertise and proven experience, with the ability to apply knowledge in a range of activities in relation to Housing Development. ● Experience of residential development project management in one or more of the following areas: <ul style="list-style-type: none"> ○ Managing the submission of planning applications ○ Resident consultation ○ Appointment of consultants and specialist surveys ○ Project management pre-contract ○ Managing building contracts and contractors ● Undertaking financial viability appraisal ● Use of property related computer systems and records for recording, updating and interrogating information. ● Planning and delivering projects/ programmes. ● Managing conflicting priorities sometimes under pressure. ● Awareness and understanding of asset management and best value principles. 	<ul style="list-style-type: none"> ● Awareness of current developments affecting housing planning and local government and their impact on housing and housing development.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> ● An understanding of the housing market and associated legislation. ● Understanding of the dynamics between elected members and officers, decision-making in local authorities and the relationship between other agencies. ● Great communicator with ability to communicate effectively with a range and variety of audiences and work well with teams. ● Good influencing skills with the ability to provide detailed specialist advice and explain the Council's position. ● Ability to assimilate complex information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions. ● Understanding of service area development and policy.

- Ability to set performance targets and standards and deliver against these.
- Ability to build trust and rapport with a wide range of individuals.
- Ability to deliver high levels of stakeholder and customer service.
- Ability to motivate and act as a champion for change.
- Ability to think innovatively and practically.
- Proficient in MS Office.
- Report writing skills.
- Understanding of data protection.
- Commitment to equality and diversity

M3:

All the above and:

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Operational experience in residential new business option appraisal, financial assessments for new build and redevelopment projects, • Competence / expertise, and proven experience with ability to apply knowledge across a range of activities in one or more of the following: <ul style="list-style-type: none"> ○ Site Identification, the acquisition of land, title, boundary issues and issues relevant to development risk ○ Tendering and managing building contracts Implementing options for surplus Council property including the disposal or development of sites ○ Legal agreements including Development Agreements, land transfers, building licences, S106 Agreements, funding agreements and nomination agreements ○ Appointing and managing consultants, agents and specialists where valuation, agency investment or other work is outsourced. ○ Providing general property advice and services for internal purposes. • Corporate strategies, policies and procedures. 	<ul style="list-style-type: none"> • Some experience in making a contribution to policy/ service development and/or implementation. • Experience of delivering in a local authority environment.

<ul style="list-style-type: none"> • Partnership working. 	
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Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • Ability to communicate on the Council’s behalf on a number of issues. • Ability to assimilate a range of complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions. • Building contracts and warranties • The planning process • Law in relation to land ownership including easements and licences • Substantial understanding of service area development and policy. • Ability to deliver results and performance improvements.

M4:

All the above and:

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Substantial professional competence / expertise, and proven experience with ability to apply knowledge across the full range of activities including: <ul style="list-style-type: none"> ○ Undertaking feasibility studies and the financial risk appraisal of schemes ○ Planning and delivering projects/ programmes ○ Leading on managing the Council’s diverse portfolio of land and buildings. ○ Identifying and progressing opportunities to improve the value of the Council’s property assets. ○ Implementing strategies for the future use of surplus property including, disposal and the development of sites. ○ Able to manage and monitor budgets. 	<ul style="list-style-type: none"> • Experience of making a significant contribution to the formation of policy/ service development and/or implementation. • The development of strategies and policies to support affordable housing • Promoting and marketing affordable housing products and schemes

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