

Role Specification – Lead Specialist Housing Development

Service Area	Asset Management
Role Title	<ul style="list-style-type: none">Lead Specialist Housing Development
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">Head of Strategic Asset Management
Grade	<ul style="list-style-type: none">HOS1

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

- Act as the Lead Specialist Housing Development in Asset Management, working with teams across the organisation, providing advice and guidance as required.
- Lead on policy, service and continuous performance improvement in Housing Development and the development of Housing Development strategy.
- Ensure that by working closely with Specialist colleagues that decisions made take into consideration the overall corporate impact and align with corporate priorities
- Provide expert advice to CMT on Housing Development.
- Support the development of best practice knowledge and practices in the Council, embedding the Customer First operating model principles and customer-focused culture through all decision-making, continuous learning and performance Improvement.

Person Specification

HOS1:

Qualifications / Education

Essential

- Educated to degree-level or equivalent relevant professional qualifications or expertise.

Experience

Essential

- Very substantial operational experience in residential new business option appraisal, financial assessments for new build and redevelopment projects, together with land assembly and related tasks
- Very substantial experience of residential development project management and the procurement and management of external contractors including
 - the acquisition of land, title and boundary issues and issues relevant to development risk
 - legal agreements including Development Agreements, land transfers, building licences, S106 Agreements, funding agreements and nomination agreements
 - project management pre-contract
 - tendering and managing building contracts and contractors and the management of external consultants
 - managing consultants and project teams
 - undertaking feasibility studies and the financial and risk appraisal of schemes.
- Experience of working at senior

Desirable

- Working in a matrix environment where cross-team and corporate working are essential.

<p>management level, influencing and providing guidance to Corporate level stakeholders.</p> <ul style="list-style-type: none"> • Experience of managing the professional standards of a team • Delivering improvements through team work. • Managing conflicting priorities sometimes under pressure. 	
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Key Skills and Knowledge

Essential

- Strong demonstrable understanding and knowledge of the housing market.
- Expert and detailed knowledge of best practice in Housing Development
- Good understanding of the public procurement process e.g. through OJEU
- High-level knowledge of relevant current legislation.
- Exceptional communicator with ability to communicate effectively with a range and variety of audiences and work well with teams.
- Exceptional influencing, persuasion and mediation skills.
- Exceptionally professional in approach and ability to act with discretion.
- Ability to build trust and rapport with a wide range of individuals across all levels in the Council.
- Ability to drive, motivate and act as a champion for change.
- Ability to drive and deliver results and performance improvements and drive continuous improvement.
- Ability to think corporately and strategically, proactively exercising judgement and initiative in resolution of issues.
- Ability to deliver high levels of stakeholder and customer service.
- Ability to think innovatively and practically.
- Report writing skills.
- Comprehensive understanding of data protection.
- Comprehensive understanding of equality and diversity.