**SURREY HEATH BOROUGH COUNCIL**

**PERSON SPECIFICATION & COMPETENCY FRAMEWORK**

**(Desired behaviours & outcomes)**

***Please note: The criteria specified on this form will be used as guidance when short listing all applications and again at interview. Please ensure you provide evidence within your Application, giving examples where appropriate, as to how you meet the specified requirement for the job. Thank you.***

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| **Service: Investment and Development** | **Job Title: Head of Investment & Development** |
| **Team: Investment and Development** | **Post Number:** TBC |

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| **KNOWLEDGE & EXPERTISE (including qualifications/education, training, experience, skills, ability and knowledge):**  **ESSENTIAL :**   * Degree level or equivalent with a proven track record of continuous improvement. * Qualified Surveyor with membership of a relevant professional body e.g. MRICS. * Able to demonstrate significant experience in property management theory and practice * Demonstrable and quantifiable property acquisition experience * Track record of working at a strategic level managing and developing complex regeneration and development activities which demonstrate genuine experience of initiating schemes and delivering outcomes * Experience of managing compliance across a complex portfolio of projects * Proven networker, with a track record of in generating new business opportunities * Ability to manage development risk and to show adaptability with changing market conditions * Experience of delivering successful major contracts and procurements * High level of negotiation skills (required when working with major developers and key stakeholders) * Clear and demonstrable understanding of the legal, procurement and financial issues that are relevant to the promotion of development by the public sector.   **DESIRABLE :**   * Multi-site property management experience | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

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| **RELATIONS WITH PEOPLE (internal & external) :**  **ESSENTIAL :**   1. Track record of success in building effective relationships with internal and external stakeholders 2. Client relationship management 3. Political awareness 4. High level negotiation skills 5. Ability to get the best from people   **DESIRABLE:**   1. Wide experience of community groups, diversity and equality | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  A/I  A/I  A/I  I |

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| **CREATIVITY AND INNOVATION:**  **ESSENTIAL :**   1. A creative and imaginative approach to regeneration and place making, able to act strategically and develop creative and innovative solutions. 2. Problem solving skills to complex issues 3. Enthusiasm and drive | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  I  A/I |

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| **FINANCIAL ACCOUNTABILITY:**  **ESSENTIAL :**   1. Excellent knowledge of business planning, budget preparation, tendering and contract documentation 2. Business acumen, ability to develop best value 3. Experience of managing budgets and delivering on time to cost and quality 4. Good numeracy and analytical skills, able to understand and interpret statistical information and financial appraisals, make informal judgements, appraise and manage risk and convey advice as appropriate. | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  A/I  A/I  A/I |

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| **IMPACT UPON THE ORGANISATION AND THE COMMUNITY:**  **ESSENTIAL :**   1. Experience and understanding of Development Projects and Regeneration 2. Experience of improving quality of our Places/buildings 3. Balance the needs of the Community with those of the Organisation   Ensuring assets are maintained to be able to deliver services | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  A/I  A/I  I |

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| **LEADERSHIP (including Management and Supervisory Responsibilities):**  **ESSENTIAL :**   1. Self-motivated with the ability to lead and manage a diverse team across a range of related professional disciplines 2. Ability to lead and deliver on key projects | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)    I  I |

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| **INITIATIVE AND INDEPENDENT ACTION:**  **ESSENTIAL :**   1. Proven record of developing Property and Regeneration Policy 2. Develop creative solutions to complex problems 3. Conduct negotiations as lead negotiator | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  I  I |

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| **PLANNING, ORGANISING & PRIORITISING:**  **ESSENTIAL:**   1. Ability to plan and work towards a long term strategic vision for Surrey Heath and translate that vision into reality. 2. Project and work scheduling skills for short, medium and long term projects 3. Ability to prioritise tasks and resolve scheduling conflict 4. Set and meet deadlines | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  A/I  A/I  A/I |

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| **HEALTH & SAFETY:**  **ESSENTIAL :**   * Manages and promotes a healthy, safe and wherever possible environmentally responsible approach.   **DESIRABLE:**   * Ability to commission work and advise on property related Health and Safety matters | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  A/I  A |

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| **PERSONAL ATTRIBUTES:**  **ESSENTIAL :**   1. Commitment to equal opportunities and accessibility 2. Determination to succeed 3. Enthusiastic, motivated team leader 4. Be a self-starter 5. Full driving Licence | **ASSESSMENT METHOD**  (A : application)  (I : interview)  (E : exercise)  I  I  I  I  A |