# Gravesham Borough Council Job Profile

## Housing Development Officer

* Directorate: Housing
* Team: Housing Development & Strategy
* Post title: Housing Development
* Grade: Scale 6 / SO1
* Hours: 37 hours per week
* Responsible to: Senior Development Manager

## Job Description

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes

## Job summary

This is a junior and supporting role to the Senior Development Manager (SDM). To work with and support the (SDM) and the team to deliver the Council’s Development Strategy 2024-29 and objectives of providing high quality new affordable Council homes as set out in the Corporate Plan.

To assist in bringing forward new affordable housing development opportunities in the Borough, including working with residents and other Council teams and departments, and to successfully project manage a number of new build and regeneration schemes on site.

To take on the project management of schemes on site through to practical completion/final certificate, ensuring effective snagging, handover and defects rectification processes are followed and reflected in subsequent customer satisfaction surveys.

Work within “portfolio” management approach to managing key areas of the teams work in improving business practice. Lead on one or more aspects of this work as required.

To work towards or be prepared to work towards achieving a relevant professional qualification

## Main responsibilities

1. To provide project management, including research and investigations, liaison with external consultants and contractors, collation, and production of documents.
2. To adopt a project management approach to the delivery of new schemes to ensure they are delivered in a timely and transparent manner and within budget and that meet the required quality standards.
3. To adopt a partnership approach to the delivery of new schemes working with internal and external stakeholders to ensure that new schemes are supported and meet GBC’s quality, affordability and sustainability objectives.
4. To have day to day project management of development projects, taking corrective action where necessary and progressing projects to handover and final feedback evaluations by residents.
5. Work closely with all departments to ensure that new properties are handed over efficiently and subsequent defects rectification processes are successfully concluded.
6. To liaise with lawyers, planners, quantity surveyors, employer’s agents, architects and other property professionals and house-builder partners to ensure the delivery of projects.
7. To assess the feasibility and viability of schemes proposed, using the Podplan and working with the development leadership team and finance.
8. To ensure that there is appropriate and effective liaison with other council officers to deliver projects such as finance; legal; procurement; community development; housing officers; lettings officers and also liaison with planning officers in respect of planning applications and Section 106 Agreement affordable housing proposals by developers. This is to ensure that client department requirements are met and competing priorities are resolved.
9. To liaise with tenants, leaseholders, community groups, lead Members, Ward Members and other local stakeholders to ensure projects are delivered with appropriate engagement of the local community. This includes facilitating Planning Consultation meetings and other resident communications about their homes, both tenanted and leasehold, and dealing with any associated and necessary decant processes from existing homes where redevelopment is required. The postholder will assist in managing the purchase of leasehold properties to enable redevelopment.
10. To proactively promote the Council’s quality standards for new housing, ensuring that legal and regulatory requirements plus also Council policies and procedures are complied with, including design standards.
11. To assist with the preparation of reports for Management team and Members in respect of individual projects including the preparation of report to secure approvals for new contracts.
12. To report regularly and frequently on progress with schemes, including Health and Safety, project costs, quality standards and programme, for internal stakeholders and external stakeholders, such as Homes England.
13. Assist in the process of bidding for and managing grant funding timetables through the Homes England IMS system.
14. To ensure accurate records are kept and documents filed ready for any Compliance Audit.
15. To assist the team research new initiatives and the development of policies that make up the framework for the delivery of new schemes.
16. Contribute to the team’s responses to Government consultation papers.
17. Contribute to development of publicity material and promotion of the service.

## General

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

A commitment to excellent customer service and the values of the Council.

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours. In the event that an incident has occurred which disrupts the council’s ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

## Person Specification

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Experience** | * An understanding of the development and Construction process across a range of building and tenure type * Understanding of housing, contract law and procurement practices * To have or be working towards a professional qualification in a related field, e.g., MRICS, CIOB or CIH * Experience of project management processes * Experience of successfully negotiating outcomes * Working in partnership with a range of people, including residents, contractors, consultants, and external agencies * Ability to work unsupervised, within deadlines and to procedures. * Working with people at a senior level and outside of the Council * Liaising with other teams and departments | * Local government financial procedures / budget monitoring * ​Awareness of the issues relevant to Local Authorities pertaining to Local Housing Companies and other similar development vehicles |
| **Knowledge** | * Affordable Housing sector * Housing Development and Construction process * Basic knowledge of the planning system * Project Viability Assessment * Legal documents associated with housing development and construction e.g. S106 Agreements, building contracts * Basic knowledge of the planning system | * Experience of local government practices and procedures |
| **SKILLS**  (Specific skills and abilities required to undertake the duties) | * A ‘can do‘ attitude with a keenness to learn from new experiences and transfer skills * Keen to take responsibility and exercise initiative * Able to prioritise own workload * Customer and community focused * Good judgement including ability to assess situations before taking decisions * Excellent financial and numerical skills including budget and cashflow management * Excellent written, presentational and verbal communication skills including report writing skills and ability to present development matters clearly and concisely to a range of audiences * Excellent customer service skills * Strong organisational skills * Procurement and negotiating skills with an understanding of how to secure good value when tendering and during evaluation |  |
| **ABILITIES** | * Ability to produce and interpret KPI’s and management information * Ability to write reports * Ability to plan and prioritise workload * Ability to source and analyse detailed numerical and financial information, including excellent cashflow and budget management skills * Ability to control and manage costs. * Competent working with financial appraisal outputs to demonstrate viability * Ability to work effectively under pressure * Excellent attention to detail * High level of proficiency; clear listening, questioning, and reasoning ability * Ability to work both as part of a team and on own initiative |  |
| **Qualifications** | Good general level of education to A Level or equivalent. Construction, housing or land/property development degree/diploma or post-graduate diploma.  Membership of relevant professional body (or verifiable knowledge & experience at this level) | * Ideally a recognised management qualification * MRICS,CIOB, CIH   or have relevant project management experience |
| **Health & Safety** | This role has a duty of care under the H&S Work Act. This means the post holder will be familiar with the relevant legislation and will work in a safe way. As a staff member will take responsibility for own safety as well as the teams safety and work in collaboration with the H&S officer to minimise any potential risks |  |
| **Data Protection** | This role has a duty to maintain the security and privacy of personal information of residents and colleagues. Post holder will need to be familiar with the requirements of current Data Protection legislation and will take care to enter accurate, complete and compliant data into GBC systems. Understand it is everybody’s responsibility to resolve data inaccuracies as and when they are found |  |