

Northumberland County Council  
**Job Description**

<b>Post Title:</b> Housing Development Officer	<b>Director/Service/Sector:</b> Place/Housing & Public Protection/Housing		<b>Office Use</b>
<b>Band:</b> 8	<b>Workplace:</b> Blyth and other office locations as appropriate to meet the needs of the service		JE ref: 3518
<b>Responsible to:</b> Housing Maintenance Delivery Manager	<b>Date:</b> April 2019		
<b>Job Purpose:</b> To identify potential new build, refurbishment and regeneration opportunities, to meet affordable housing need to support delivery of the agreed Housing Delivery programme. To assess and determine value for money, overall benefits and potential barriers to schemes to help develop and support implementation of the housing delivery programme. Work collaboratively with the appropriate internal stakeholders to deliver a seamless Housing Delivery service, including Development Management and Strategic Estates Management. Develop and manage key relationships with external stakeholders, funders and development partners, including Homes England and registered housing providers.			
<b>Resources</b>	Staff	No direct reports.	
	Finance	Develop proposals in relation to the development of new homes and the regeneration of NCC's existing assets - circa £5m/year  Undertake option and scheme appraisals, including assessment of demand, ongoing sustainability and financial viability.  Plan, execute, monitor, manage and report on housing development projects through to completion. Ensure any funding condition requirements and procedures are adhered. Monitor cashflows and ensure schemes are delivered on time, in budget and to the quality standards expected.  Explore, identify and secure funding options for development activities.	
	Physical	Shared responsibility for the physical resources used by the service, work stations, IT hardware and software, on-site equipment. s i.e. Land anSecurity of a range of high value physical resourced equipment.	
	Clients	Develop relationships with a range of stakeholders, including consultants, housebuilders, contractors, consultants and partner agencies to identify sites and development opportunities which contribute positively to NCC's property portfolio.  Work collaboratively with a range of internal partners to ensure full engagement to support development of appropriate schemes to meet local housing need.	
<b>Duties and key result areas:</b>			

1. To assist with the identification and assessment of development, refurbishment and regeneration opportunities, to meet affordable housing need to support delivery of the agreed Housing Delivery programme.
2. To undertake viability assessments of development, refurbishment and regeneration opportunities to assess value for money, overall benefits and potential barriers associated with delivery of the scheme.
3. To project manage the design and development of sites from inception to building contract commitment ensuring the effective delivery of up to 1000 new homes over the next 4 years.
4. Contribute to bid funding strategies and work collaboratively to provide timely and accurate project information to inform bid and grant claim submissions to Homes England.
5. Support public consultation, securing planning permission, site assembly and property and land acquisitions to identify redevelopment opportunities for obsolete or surplus property assets.
6. Support effective transition between housing development and contract delivery phases of scheme delivery.
7. Ensure compliance with all regulatory, legislative and audit requirements in relation to the development and delivery of development schemes.
8. Work collaboratively with the appropriate internal stakeholders to deliver a seamless Housing Delivery service, including Development Management and Strategic Estates Management.
9. Develop and manage key relationships with external stakeholders, funders and development partners, including Homes England and registered housing providers to ensure they are actively engaged in developing and agreeing scheme proposals..
10. Contribute to the development of operational plans and ensure their delivery, including budgets, service improvement plans and key performance indicators, related initiatives and key milestones.
11. Research options for the development of housing products that respond to market place requirements, including social and affordable rented homes, intermediate and market rent, ownership options including shared ownership and rent to buy.
12. Research industry good practice and identify opportunities to develop enhance and/or improve housing delivery.
13. Represent the council at external meetings to develop a network of relevant partner agencies which complement and enhance the planning and delivery of development schemes.
14. Provide expert advice and produce timely reports to support the Head of Housing & Public Protection, management teams and project teams on matters relating to your service area.
15. Contribute to the development of quality service standards across all of NCC's services.
16. Contribute to raising NCC's profile in your service area, developing a network of suitable contacts amongst organisations and individuals.

17. Act as a role model for NCC's values and culture, developing and embedding a coaching style of leadership that engages people in the delivery of group-wide and team objectives.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:

The work involves the need to visit various Council offices and locations across Northumberland on a regular basis.

Working patterns:

A flexible approach to working arrangements will be necessary as some evening working may be required.

Working conditions:

The work is predominantly office/building based although visits to construction sites will be required at times, with possible working at height on scaffolding.

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**Person Specification**

<b>Post Title:</b>	<b>Director/Service/Sector:</b> Housing & Public Protection	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Knowledge of current and future challenges facing housing development.</li> <li>• Comprehensive working knowledge of housing development delivery programmes including those supported with Homes England grant funding, operating within the requirements of Homes England Capital Funding Guide.</li> <li>• Understanding of housing development governance practices and issues.</li> <li>• Educated to degree level or equivalent work experience.</li> <li>• Relevant Professional Qualification in the field of construction</li> <li>• Evidence of continuing professional development.</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• A strong record of demonstrable achievement, in an organisation of comparable size and complexity to the council in the delivery of substantial development programmes including experience of managing Homes England funded development programmes.</li> <li>• Significant experience of working in partnership with stakeholders to deliver excellence.</li> <li>• Significant Experience of collaborating and working as part of an effective team.</li> <li>• Significant Experience of research, analysis and report writing to present proposals and business cases.</li> <li>• A successful track record of developing and sustaining effective partnerships.</li> </ul>		
<b>Skills and competencies</b>		

<ul style="list-style-type: none"> <li>• Leadership skills and the ability to coach, motivate and engage others.</li> <li>• Ability to manage departmental budgets within tight controls.</li> <li>• Ability to think strategically and gather data to support decisions.</li> <li>• Ability to interpret and analyse financial information and complex data.</li> <li>• Ability to identify and manage risks and make sound judgements, whilst not being risk averse.</li> <li>• Ability to work on own initiative without ready access to management</li> <li>• Highly developed interpersonal skills with the ability to present complex information to a range of audiences.</li> <li>• Highly developed negotiation and persuasive skills</li> <li>• Able to use technology to work in a modern office environment.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Normally works from a seated position within the office but with regular need to travel to other work/construction site locations.</li> <li>• Regular periods of prolonged concentrated mental attention with very high amounts of pressure from tight and changing deadlines, interruptions and conflicting demands.</li> <li>• Extensive contact with staff and customers on occasionally contentious issues which may result in some emotional demands.</li> <li>• Some exposure to disagreeable, unpleasant or hazardous conditions. Site visits to dilapidated properties in unlit conditions.</li> </ul>		
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>• Transparent and open, acting with integrity and able to build high levels of trust.</li> <li>• Committed to diversity and inclusion.</li> <li>• Champions innovation and encourages ideas.</li> <li>• Resilient and able to work under pressure.</li> <li>• Collaborative and inclusive.</li> <li>• Support the development of, and actively role model and champion NCC's vision, values and purpose.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• A current UK driving licence.</li> </ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.

