Development Project Officer

£25,694 - £32,164

Fixed term contract until 31/08/2018

Lancaster Circus, Birmingham

Working 36.5 hours. This is a two year appointment being offered to support property sales of the new-build homes developed for private ownership by the Birmingham Municipal Housing Trust (BMHT).

Direct Sales is a new way of dealing with BMHT home sales, and for the first time, the City Council will undertake this role directly rather than through external partners. The suitable candidate will need to help to develop and deliver this Direct Sales method, as well as working to support the conventional method of sales applied on current schemes.

The candidate will be required to communicate well with constructors/developers and with sales & legal personnel, to facilitate completions and resolve difficulties relating to the sale of new homes. They will be responsible for monitoring schemes & reporting on sales progress, and for processing invoices & accounts.

They should demonstrate a good level of IT skills (including Microsoft EXCEL). They should also demonstrate a high level of numeracy, report-writing, presentation skills, and an ability to conduct meetings & promotional activity. They will need to work flexibly within an active team. Previous experience of working in house sales and/or the built environment would be an advantage.

For informal enquiries Please contact Cynthia Cupido – 0121 675 2740 or Mark English on 0121 303 2141

Ref: D1312016J

Closing Date: 05 September 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
The Economy Directorate

Job Description

Post: Development Project Officer
Grade: GR4

Division: Planning and Regeneration
Section: Housing Development

1. **Job Purpose**

To lead on the initiation, promotion and development of regeneration schemes within the context of the Housing Strategy.

To project manage schemes and carry out the effective monitoring of expenditure and physical progress of projects.

To provide support to strategy formulation and policy development and to contribute to the formulation of asset management based area strategies and business plans.

To develop new initiatives and pursue new funding opportunities within the context of the Housing Strategy and relating to the Division's Programme in its widest sense.

To support policy development and the forward planning process via the compilation of information on existing projects and new initiatives/new funding opportunities, including bidding for a range of sources of alternative finance.

To assist in developing new initiatives and opportunities

To contribute to the overall development of a strategic housing policy through the understanding of the housing market in Birmingham, the development context, including the impact of clearance and other programmes of renewal in areas of housing need.

Management of diverse programmes that need to be co-ordinated and integrated with other programmes to achieve a range of corporate and strategic objectives and priorities of the Council and other external organisations. Ability to deal with residents affected by redevelopment in a considerate and sensitive fashion.

2. **Duties and Responsibilities**

To lead on the initiation, promotion and development of regeneration schemes within the context of the Housing Strategy.

To project manage schemes and carry out the effective monitoring of expenditure and physical progress of projects.

To provide support to strategy formulation and policy development and to contribute to the formulation of asset management based area strategies and business plans.
To develop new initiatives and pursue new funding opportunities within the context of the Housing Strategy and relating to the Division's Programme in its widest sense.

To support policy development and the forward planning process via the compilation of information on existing projects and new initiatives/new funding opportunities, including bidding for a range of sources of alternative finance.

To assist in developing new initiatives and opportunities

To contribute to the overall development of a strategic housing policy through the understanding of the housing market in Birmingham, the development context, including the impact of clearance and other programmes of renewal in areas of housing need.

General Duties

1. Will control and direct in accordance with the Council’s policy objectives the delivery of the Housing service within the area for which he/she has responsibility.

2. Will monitor the performance of functions under his/her control to ensure effective delivery of the Housing service.

3. Will support the Development Project Manager in the preparation and monitoring of expenditure programmes and regeneration projects as necessary and take any necessary action to resolve any problems.

4. Will support the Development Project Manager in the demonstration of ongoing service delivery improvements.

5. Will regularly prepare and present, as appropriate, reports on the performance of the activities under his/her control.

Specific Duties

1. To formulate proposals and programme, obtain approvals and implement the effective delivery of regeneration and development schemes within the context of the Housing Strategy and Divisional Service Plan.

2. To provide support to the Division in strategy formulation and policy development within the context of the Housing Strategy and Divisional Service Plan.

3. To be responsible for developing, in conjunction with other Departments, local and area strategies to address urban deprivation.

4. To assist in the investigation and development of new funding initiatives, including the commissioning of consultants as appropriate, seeking the input of other Departments and making recommendations to Council Committees.

5. To project manage all aspects of individual schemes and programmes within the Divisional Service Plan, including working with residents, other Council Departments, external agencies, partners. To seek the relevant approvals and ensuring delivery of the scheme and ensuring financial and physical targets are being met adhering to City Council’s Standing Orders and Financial Regulations.

6. To lead on the formulation/compilation of bids to Government Departments, European Commission and other organisations.
7. To be responsible for development and control of appropriate consultation mechanisms in order to ensure customer involvement in development strategies.

8. To provide a lead role on housing regeneration initiatives and to advise on commissioning of consultants including preparation of briefs and the development of area and neighbourhood strategies and business plans.

9. To assist in the development of corporate regeneration strategies in conjunction with other Departments and outside agencies.

10. To carry out any other duties commensurate with the grading of the post.

11. To at all times comply with the City Council’s Equal Opportunities Policy in the exercise of duties.

3. **Supervision Received**

   3.1 **Supervising Officer Job Title**

   Responsible to: Development Project Manager

   3.2 **Level of Supervision**

   Left to work within established guidelines subject to scrutiny by supervisor.

   Regular work programme meetings

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Development Assistants.</td>
<td>GR2</td>
<td>One</td>
<td>Day to day supervision and allocation / prioritisation of work</td>
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<td>Clerks.</td>
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5. **Special Conditions**

   - This vacancy is exempt from the Rehabilitation of Offenders Act.

   Attendance at meetings outside normal office hours and occasionally required to work outside normal hours to meet deadlines.
   From time to time will be required to help identify your training needs and, in partnership with your Manager, develop strategies to enable you to meet those needs, in line with the objectives of the organisation.

   Required to visit sites.
   May be required to work from any location.
Appointment will be at the scale point appropriate to the experience of the officer and the complexity of the workload assigned to that officer. Progression between the grades will be subject to a formal appraisal by the Team Manager and the Head of Development.

Observance of the **City Council's Equal Opportunities Policy** will be required.
The Economy Directorate  
Person Specification

Post: Development Project Officer  
Grade: GR4

Division: Planning and Regeneration  
Section: Housing Development

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;

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<th>CRITERIA</th>
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<td>Education/Qualifications</td>
<td>NB: Full regard must be paid to overseas qualifications.</td>
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<tr>
<td>Experience</td>
<td>A clear understanding of how to manage a large and diverse workload of major schemes and projects in accordance with project management good practice in order to meet targets and strict deadlines with conflicting priorities.</td>
<td>A &amp; I</td>
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<tr>
<td>Skills &amp; Ability e.g. written communication, dealing with the public etc.</td>
<td>A clear understanding of how to manage a large and diverse workload of major schemes and projects in accordance with project management good practice in order to meet targets and strict deadlines with conflicting priorities.</td>
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<td>Verbal and written skills to enable you to liaise, negotiate with and inform colleagues and customers.</td>
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<td>The ability to interpret legal documents and financial information.</td>
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<td>An understanding of current housing issues and legislation.</td>
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<td>The proven ability to use various computer packages.</td>
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<td>The ability to act as Lead Officer at formal meetings with Councillors, residents, and officers of the City Council.</td>
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<td></td>
<td>A clear understanding of how to manage a large and diverse workload of major schemes and projects in accordance with project management good practice in order to meet targets and strict deadlines with conflicting priorities.</td>
<td>A &amp; I</td>
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<td>An understanding of the principal funding regimes available for development and regeneration.</td>
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<td>A demonstrable commitment to the delivery of a high quality service with an emphasis on diversity and the varied needs of residents.</td>
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Training

T. = Test or Exercise; C. = Certificate; P. = Presentation.

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.