Graduate – Development Officer
£19,048 - £24,472
Lancaster Circus
Working 36.5 hours per week
Fixed term contracts for up to 3 years

Birmingham is changing….and fast! The city is booming as it sees billions of pounds of investment in major development and infrastructure projects. Are you interested in helping to shape the future of our city?

We are looking to appoint a number of graduate level, planning, development, transportation, highways, built environment and jobs and skills support officers to join one of the country’s most exciting local authorities.

You will help deliver the City Council’s ambitious growth plans, which include the development of 50,000 new homes including a 5,000 dwelling sustainable urban extension; major retail, office and leisure schemes and over £5bn of infrastructure projects along with major employment support schemes. There will be opportunities to work on some of the most exciting major upcoming projects in the country including High Speed Rail 2 (HS2), the expanded City Centre Enterprise Zone, and the award winning Birmingham Municipal Housing Trust.

You will be given the opportunity to gain practical work experience in a dedicated role or across a range of service areas including development, planning, housing, transportation, highways, business, employment and skills investment. This will help you to gain the knowledge and skills necessary to develop your career and work towards membership of a relevant professional body.

We are seeking passionate individuals ranging from newly qualified graduates to people who have previously gained a professional qualification in the built environment or business/employment related disciplines and want to take their first step into the sector.

We will give you paid leave to complete your studies in order to gain a professional qualification as long as you do not already hold an accredited Master’s Degree.

Please note CV’s are not accepted.
For informal enquiries please contact:
Joy Anibaba – Lead Officer for the Graduate Programme
Telephone: 0121 303 7881
Email: joy.anibaba@birmingham.gov.uk

Ref: EC3362017

Closing date: 17 November 2017

“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.”
Economy Directorate

Job Description

JOB TITLE: Development Officer
GRADE: GR3

DIVISION: Economy Directorate
SECTION: Housing Development, Planning, Highways, Transportation. Jobs and skills

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 As a Development Officer you will assist in the provision of an efficient and effective service to support the delivery of the overall growth agenda for the City through the work the City Council undertakes on planning, transportation, housing development, regeneration, job creation and design and conservation.

1.2 You will work across different service areas within the Directorate, and your duties and responsibilities will reflect the service area in which you are operating at that time.

You will provide dedicated support to a nominated Service within a learning contract in order to assist with the promotion, delivery and integration of the Council's key objectives; Specifically the vision, strategy and outcomes for the Economy Directorate i.e.:

- Creating the conditions for inclusive economic growth that sustains and delivers jobs across the city;
- Investing in infrastructure and improved connectivity to facilitate growth;
- Supporting local people to access employment opportunities and Enabling thriving distinctive neighbourhoods

Area of Responsibility

1. To provide dedicated support in the delivery of Directorate priorities, implementing agreed objectives, performance monitoring, reviewing and reporting progress and ensuring all timescales are adhered to.
2. To develop, design and implement projects and support programmes, including budget management.
3. To provide technical support to the employing Service to deliver key outcomes identified in their Service Plans
4. Participate in the Graduate Internship Programme to ensure that training and employment needs are met, attending relevant training and development events and meetings as required.
2.0 DUTIES AND RESPONSIBILITIES

2.1 To assist in the preparation and delivery of policy and strategic documents, including design, development and commissioning.

2.2 To collect and analyse information.

2.3 To assist with the formulation and drafting of effective policies, proposals and plans in support of the city’s growth agenda.

2.4 To assist with the preparation of site-specific detailed guidance.

2.5 To comment on planning and other applications.

2.6 To maintain, monitor and evaluate performance data.

2.7 To support the delivery of Council priorities within the Economy Directorate, and support the City’s growth plans within a given service area.

2.8 To undertake site visits.

2.9 To ensure that appropriate internal and external consultation is undertaken.

2.10 To Support preparation of reports to Council Committees and Cabinet.

2.11 To assist with the preparation of material for formal processes such as Planning Appeals, Enforcement, and CPO cases.

2.12 To attend Ward, Constituency and Planning Committee meetings as required.

2.14 To support the development and implementation of wider economic and regeneration strategies and initiatives.

2.15 To carry out research and collection of information to support the development, monitoring and evaluation of programmes, projects and activities.

2.16 To assist with delivery of projects in accordance with City Council’s governance, financial and reporting processes as appropriate.

2.17 To assist in undertaking viability tests and site appraisals.

2.18 To support the preparation of briefs and tender documents, procurement exercises, master plans, design concepts, planning applications, and policy and guidance documents.

2.19 To maintain project documentations project plans, cash flow forecasts, issue, and risk register etc.

2.20 Short-term placement with external contractors to assist key roles such as Architect, Civil/Structural Engineer, Employers Agent, Quantity Surveyor, Clerk of Works and Construction Manager.
2.21 Such other duties as may reasonably be required from time to time commensurate with the grade.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 **SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Principal Officer within Team

   JOB NO:

3.2 LEVEL OF SUPERVISION

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

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

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<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS**
**Economy Directorate**

**Person Specification**

**Post:** Development Officer  
**Grade:** GR3

**Division:** Planning and Development  
**Section:** Housing Development, Planning, Highways, Transportation. Jobs and skills

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>ESSENTIAL</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Degree in a relevant discipline | AF/C |
| **Experience**  
(Relevant work and other experience) | 1. Experience of working in a planning, regeneration construction or related environment through employment, work experience or placements.  
2. Knowledge of key planning, regeneration and development issues in Birmingham, including:  
- Preparation of statutory plans (e.g. the Local Plan).  
- Planning application process  
- Housing development / construction process  
- The role of architecture, design and conservation  
- The Importance of project management | AF/I | AF/I/T |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to identify problems and find solutions.  
2. Ability to work flexibly and within a team environment.  
3. Ability to effectively use office IT systems.  
4. Ability to work with and gain the co-operation of a wide range of people and organisations.  
5. Ability to communicate clearly and effectively, both verbally and in writing.  
6. Ability to organise own workload.  
7. Understanding of and ability to consider equality issues  
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** | AF/I/T | AF/I | AF/I | I/T | AF/I | I/T |
| **Training** | Demonstrate the commitment to and record of continuous professional development, including a willingness to work towards a relevant professional qualification for example RTPI Chartered Town Planner or RICS Project Management / Development Chartered Surveyor. | AF/I |
| **Other** | | |