Birmingham Graduate Opportunities – Development Officer
Economy Directorate
£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, business, planning, development, transportation, highways, engineering, 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, engineering 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.

Previous applicants need not apply

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: EC5062017

Closing date: 31 January 2018

“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 & Connectivity. Jobs and skills

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 As a Graduate 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 may provide dedicated support or 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 cost, programme, risk and 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 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 assist with the development, design and implementation of specific transportation and highways projects and programmes of work within agreed timescales, costs and standards.

2.3 To apply the principles and application of design standards for transportation and highway projects and prepare documentation as necessary in the preparation of design solutions, cost estimates and Contract Documents including evaluation.

2.4 Prepare and check drawings in the specified CAD standards and produce technical reports and drawings using computer aided design systems.

2.5 To collect and analyse information.

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

2.7 To assist with the preparation of site-specific detailed guidance (where applicable to the post).

2.8 To comment on planning and other applications (where applicable to the post).

2.9 To maintain, monitor and evaluate performance data.

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

2.11 To undertake site visits (where applicable to the post).

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

2.14 To support preparation of reports to Council Committees and Cabinet.

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

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

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

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

2.19 To assist with delivery of projects in accordance with City Council’s governance, financial and reporting processes as appropriate.
2.20 To assist in undertaking viability tests and site appraisals.

2.21 To support the preparation of briefs and tender documents, procurement exercises, master plans, design concepts, planning applications, and policy and guidance documents (where applicable to the post).

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

2.23 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(where applicable to the post).

2.24 To have an understanding and ability to use and adhere to the Quality Management System and have an awareness of and assist in ensuring compliance with standing orders, financial regulations and legislative requirements including CDM regulations.

2.25 To assist with the creation of 3D modelling of architecture with/without CAD plans as reference in 3D Studio Max in support of work programmes of the directorate and service and for other directorates and agencies including on a rechargeable basis.

2.26 To assist with the production of fully rendered 3D fly-throughs and walk-throughs, static renderings and associated lighting, texturing and rendering tasks produced in liaison with other groups, directorates and where appropriate, external organisations.

2.27 Set up and demonstrate VR equipment and software, both on and off site.

2.28 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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<tr>
<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:** Economy Directorate  
**Section:** Housing Development, Planning, Highways, Transportation & Connectivity.

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>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</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 business, planning, regeneration, engineering, transportation / highways, construction or related environment through employment, work experience or placements.  
2. Knowledge of key planning, regeneration and development issues in Birmingham, including some of the following:  
• Preparation of statutory plans (e.g. the Local Plan).  
• Planning application process  
• Housing development / construction process  
• The role of architecture, design and conservation  
• Development. Design and delivery of transportation and highway projects  
• The importance of project management  
• For employment and skills: knowledge of the local economy, socio – economic conditions affecting employment and skills  
• Understanding of the education and skills landscape (public and/or private sector).  
3. Demonstrate knowledge of architectural and urban design fields  
| 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  
| AF/I/T  
AF/I  
I/T  
AF/I/T  
I/T  
AF/I |
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

| 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, RICS Project Management / Development Chartered Surveyor, ICE Chartered Civil Engineer, CIHT Chartered Highways and Transportation Engineer, TPS Transport Planning Professional. | AF/I |

Other

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