

Job Title Strategic Housing Delivery Officer

Department: Development
Service: Development Management
Grade: NCC Grade G

1 Job purpose

The Housing Division seeks to deliver an excellent customer focused service in an efficient, effective and economic manner, whilst adhering to Corporate, Departmental and Government priorities.

The post holder will support on the delivery of priority regeneration projects and deliver on Council and partner objectives within Corporate and service specific Plans and programmes.

2 Principal duties and responsibilities

1. To support the efficient delivery of regeneration development projects within agreed quality, time and costs.
 2. To support the delivery of council development priorities, bringing together appropriate people, resources and actions required to ensure that this occurs.
 3. To maintain and monitor project performance measures and structures for the purpose of tracking project performance, tackling issues that arise.
 4. To support the preparation of Committee and other reports as required including briefings for Councillors and Portfolio holders.
 5. To assist in securing new funding through researching and submitting funding bids/applications on behalf of the service and to support financial monitoring and management of projects.
 6. To support the production of, and undertake development and regeneration viability appraisals, studies, initiatives and projects from concept stage through to commissioning and implementation in line with priorities emerging from the Regeneration Prospectus and Delivery plan in development.
 7. To fully contribute to the development of locally derived inclusive regeneration process to ensure successful realisation of NCC objectives.
 8. To support the service area in negotiating with developers, local communities and stakeholders, supporting the delivery of regeneration opportunities.
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3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

N.A.

6 Post holder's immediate supervisor: Strategic Housing Delivery Manager

Prepared by/author: Mark Lowe **Date:** May 2023

Job title: Head of Housing & Regeneration.

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications	Degree/higher level qualification or equivalent experience in regeneration, surveying, property development, or related discipline		✓			✓
Knowledge / Technical Requirements	Knowledge of current regeneration and development policies, procedures and practices.		✓	✓	✓	
	Experience of project management techniques		✓	✓	✓	
	Knowledge and experience of property and development viability issues and appraisal techniques		✓	✓	✓	
Leadership	Ability to monitor performance measures and structures to track project performance, tackling any issues that arise		✓		✓	
Performance	Experience of supporting regeneration projects ensuring agreed deadlines, costs and outcomes are realised in line with current project management principles		✓		✓	
	Committed to personal development		✓		✓	
	Experience of working with a range of stakeholders and partners, to efficiently deliver a range planning and development projects that meet customer needs.		✓		✓	
	Experience of engaging and negotiating with partners and stakeholders.		✓		✓	
Skills & Abilities – Interpersonal	Ability to provide concise and accurate written technical advice and recommendations to support service development proposals.		✓		✓	
	Ability to constructively and effectively work within a team and inter-team environments		✓		✓	
	To be diplomatic and approachable		✓		✓	
Work to promote mutual respect and good relations	Ability to support service delivery to a diverse range of stakeholders, promoting good relations and equality.		✓		✓	
	Ability to provide analysis and recommendations		✓		✓	

	that support constructive change to service delivery.					
	Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council's Equality and Diversity Policy.		✓		✓	
Work related circumstances	Willingness to comply with Nottingham City Council non-smoking policy.		✓		✓	
	Ability to work outside normal office hours		✓		✓	

P: Pre-application	A: Application	T: Test	I: Interview	D: Documentary evidence
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