

JOB DESCRIPTION

JOB TITLE:	Delivery & Investment Officer	JE NUMBER: A13497
DIRECTORATE:	Housing	BAND: 9
RESPONSIBLE TO:	Housing Investment and Design Manager	
RESPONSIBLE FOR:	Housing Delivery and Investment Assistant	
MAIN PURPOSE OF POST:	<p>To lead on the development and management of the funding strategy for the Housing Assets service</p> <p>To identify and manage funding opportunities for potential new build developments and property acquisitions</p> <p>Identifying housing owned land within the borough and creating innovative opportunities that utilise the best use of the land with new housing build schemes in line with the borough's housing aspirations</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To work closely with Corporate Finance colleagues and lead on the funding strategy for new council homes delivery and other major housing investments.
2.	To lead on all aspects of external funding - grant applications, development of detailed business cases, ensuring all audit and governance requirements are met, and reporting on progress.
3.	To support the Housing Investment and Design Manager and have a strategic input into the housing revenue account (HRA) business plan and 5 year HRA Capital Programme.
4.	To organise, chair and report outcomes from regular meetings with Planning and Economic Growth colleagues to identify opportunities for acquisitions of housing property and land.
5.	To work closely with other managers in the Housing Assets service, and the Housing Strategy and Engagement Manager, and present intelligence-led recommendations and business cases for new build developments and acquisitions.
6.	To manage and supervise the Housing Delivery and Investment Assistant.
7.	To lead, manage and develop a high performing well-motivated team through effective leadership and communication. Conduct quarterly VIPs with team members setting out clear key work objectives aligned with the team objectives. Manage performance to

	identify training needs of individuals to inform the wider Workforce and Organisational Development Plan. Maintain effective channels of communication with all colleagues and their representatives to promote positive employee relations.
8.	To effectively play a key role, providing leadership and support to the Housing Investment and Delivery Assistant in respect of coordinating all activity relating to housing acquisitions. Managing any contractor or building defect issues post-acquisition should they arise.
9.	Working closely with the legal team on the Right of First Refusals process which includes arranging property condition surveys, property valuations and negotiation with 3 rd party owners or legal representatives
10.	To keep abreast of best practice, innovation and development in respect of the area of activity and recommend improvements to management.
11.	To monitor and report on the overall delivery of the Capital Programme with regard to the Council's Housing plan, including preparation of formal reports for the Corporate Leadership Team and Council Members, and attendance and presentation at Committee, Cabinet, Council and Cabinet Member meetings where required.
12.	To be responsible for housing land asset management, making informed decisions and reporting on land retention, disposal or development.
13.	To work with other team members to ensure the delivery of high-quality services and achievement of performance targets.
14.	To promote and deliver the priorities, values, and objectives of Chesterfield Borough Council at all times.
15.	To work in partnership with other stakeholders and external organisations and assist with queries as required.
16.	To perform other duties and responsibilities from time to time commensurate with the grade of the post.

GENERAL – To be aware of and implement the following:
Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.
Climate Change – The council’s commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council’s Climate Change Strategy.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	x
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Delivery & Investment Officer	JE NUMBER:	A13497
DIRECTORATE:	Housing	DATE:	June 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Knowledge of current social housing issues, construction and best practice alongside a sound knowledge of securing external funding bids	Application form, interview
•	A good technical knowledge of planning procedures, Building Control and associated legislation connected with the construction industry	Application Form, Interview
•	A good working knowledge of project planning and delivery	Application Form, Interview
•	Excellent interpersonal skills with the ability to get on with people together with the communication, meeting and management skills essential in dealing with multi-disciplined teams	Application Form, Interview
•	Be efficient in the use of relevant ICT systems e.g Microsoft packages, Project management applications, databases	Application Form, Interview
Desirable		
•	The ability to recognise problems and deal with them in a speedy and effective manner	Application Form, Interview
•	Experience of local government working practices	Application Form, Interview

EXPERIENCE		
Essential		
•	Experience of working on project delivery on housing schemes	Application Form, Interview
•	<u>Experienced of working to obtain external funding streams that are available for project development</u>	
•	Experience of working within a multidisciplinary team within a project delivery focused environment	Application Form, Interview
•	Experience in using programme and project management techniques and software	Application Form, Interview
•	Ability to demonstrate a sound knowledge and understanding of housing delivery and planning	Application Form, Interview
•	Effective verbal and written communication skills with experience of writing and presenting reports to management teams	Application Form, Interview
Desirable		
•	Experience of procuring services consultants	Application Form, Interview
•	Knowledge of current housing issues, legislation and best practice	Application Form, Interview
•	Experience of local government working practices	Application Form, Interview

QUALIFICATIONS		
Essential		
•	Construction or Project Management related degree or relevant HNC/HND in a built environment subject with relevant experience	Application Form / Certificates

•	Driving Licence	Application Form
Desirable		
•	Prince2 Project Management or equivalent	Certificates

OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT:		
Seeing the Big Picture Level: 2	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Changing and Improving Level: 2	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously</p>	Interview

	<p>seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
<p>Making Effective Decisions</p> <p>Level: 2</p>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
<p>Leading & Communicating</p> <p>Level: 2</p>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
<p>Collaborating and Partnering</p> <p>Level: 2</p>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
<p>Developing self and others</p> <p>Level: 2</p>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
<p>Delivering Value for Money</p>	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of</p>	Interview

<p>Level: 2</p>	<p>public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
<p>Managing a Quality Service</p> <p>Level: 2</p>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable, and efficient service, applying programme, project, and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services</p>	<p>Interview</p>
<p>Delivering at Pace</p> <p>Level: 2</p>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority, and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.</p>	<p>Interview</p>