



BRISTOL CITY COUNCIL

PERSON SPECIFICATION

Job title:	Housing Development Officer
Bristol grade:	BG12 – BG13
Managed by:	Development Manager
Responsible for:	No Direct Reports, however day-to-day advice & support to project team members as appropriate for BG13 level.
Directorate:	Growth & Regeneration
Service area:	Housing Delivery

Preferred assessment method	
A	Application
AC	Assessment centre
I	Interview
PA	Practical assessment
P	Presentation
T	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

Essential (MUST HAVE) = minimum skills, qualifications, knowledge and experience required to perform in the role

Desirable (COULD HAVE) = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

Requirement for BG12 – ESSENTIAL	Method
Experience and a proven track record working in housing development level within a Local Authority, Housing Associations or Developer successfully carrying out: <ul style="list-style-type: none"> • A housing development role • Developing, appraising and delivering viable residential developments • Successfully using Optimix and Proval to develop & deliver a housing development programme • Successful partnership working with a range of stakeholders • the planning, controlling and monitoring budgets • competitive procurement processes on Projects 	A, I, T, P
A clear and thorough understanding of the local, regional and national policy context within which Local Authorities, Housing Associations and specialist Housing Organisations are operating within and how these policies impact on the delivery of housing.	A, I
Knowledge of Risk and Project Management methodology.	A, I, T, P

Understanding of Health and Safety issues and requirements related to the Construction Industry, including CDM Regs.	A, I
Able to take ownership accountability for all aspects of a project end-to-end ensuring delivery within timescales, budgets, and ensuring excellent customer satisfaction.	A, I, T, P
Excellent verbal and written communication skills including the use of electronic media, to ensure that information is clearly understood and acted upon by all stakeholders and external representatives AND the ability to converse with citizens and provide advice in accurate spoken English, or through a BSL interpreter.	A, I
Experience of working with consultants, professional and technical staff to deliver capital and/or affordable housing projects.	A, I
Able to demonstrate knowledge and / or experience using Project Management Software or equivalent including Optimix and ProVal.	A, I
Able to demonstrate understanding of equity, diversity and inclusion.	A, I
Have a working knowledge of Microsoft 365 applications or equivalent including email, word, spreadsheets, browser and team applications, and have a willingness to learn new applications and technology as appropriate.	A, T

Additional Requirement for BG13 – ESSENTIAL	Method
Experience of and ability to effectively supervise consultants, professional and technical staff ensuring performance, attendance and conduct is supervised.	A, I
Ability to lead on the development of policy and procedures relevant to the delivery of affordable housing.	A, I
Ability to meet financial and budgetary targets ensuring value for money on revenue or capital budgets, to interrogate and interpret financial statistical data including forecasting and the presentation of reports on financial performance.	A, I

Requirement BG12/13 – DESIRABLE	Method
Project management qualification and/or membership of relevant professional body e.g. RICS, CIOB and RIBA.	A
Experience of working in the social housing sector and/or experience of working across organisational boundaries (inter departmental working).	A
Holding a full driving license valid for use in the UK to attend site visits and enable carrying tools and equipment.	A