



<b>Job title:</b>	Housing Development Support Officer
<b>Bristol grade:</b>	BG10
<b>Managed by:</b>	Housing Development Manager or Housing Construction Manager
<b>Responsible for:</b>	No direct reports
<b>Directorate:</b>	Growth and Regeneration
<b>Service area:</b>	Housing Delivery

Preferred assessment method	
<b>A</b>	Application
<b>AC</b>	Assessment centre
<b>I</b>	Interview
<b>PA</b>	Practical assessment
<b>P</b>	Presentation
<b>T</b>	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 - ESSENTIAL	Method
Proven track record of successfully working in a housing development team or on substantial projects in an equivalent project support role.	A, I
Previous experience of working in Housing Delivery or a Capital Project environment.	A, I
Demonstrable experience of preparing, maintaining and updating project documentation such as business cases, benefit plans, risk logs and highlight reports within a project environment.	A, I
Experience of working with Finance Officers to manage and track multiple budgets.	A, I
Ability to present information to a variety of audiences.	A, I, P

Good organisational skills in prioritising work, developing documentation, meeting deadlines and organising events/meetings.	A, I
Ability to take accurate and succinct minutes and/or action notes of meetings.	A, I
Ability to take responsibility and initiative in organising own workload and priorities.	A, I
Excellent communication skills, both written and oral, to establish effective working relations with colleagues and customers and the ability to converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter.	A, I
Able to demonstrate understanding of equity, diversity and inclusion.	A, I
Extensive practical experience of Windows based spreadsheets and the development of project/programme configuration and a working knowledge of Microsoft 365 or equivalent including: email, word processing, spreadsheets, browser and team collaboration applications, and have a willingness to learn new applications and technology as appropriate.	A, I

<b>Requirement - DESIRABLE</b>	<b>Method</b>
Have a working knowledge of Project Management Software (or equivalent) SDS Sequel and Proval.	A
Experience of project or programme management in a Local Government setting and a conceptual understanding of programme management and the additional challenges it brings.	A
Ability to develop productive working relationships in a complex project environment using influencing skills and/or matrix management skills.	A
Ability to work with senior officers and a range of diverse partners and maintain credibility.	A