

Northumberland County Council
JOB DESCRIPTION

Post Title: Site Delivery Officer (100% externally funded)		Service: Planning & Economy / Planning Services		Office Use
Band: 4		Workplace: County Hall, Morpeth		JE: 3170
Responsible to: Major Developments & Delivery Manager		Date: March 2016	Manager Level:	
Job Purpose: To engage with Developers and Landowners on stalled sites and to facilitate the successful delivery of the Council's housing and strategic development programme for Northumberland. To provide technical input to the Development Management process. To streamline and improve processes to ensure that development is delivered in an efficient and timely manner that promotes the Council's housing and economic growth ambitions.				
Resources	Staff	No management responsibilities.		
	Finance	No financial responsibilities.		
	Physical	Design, maintain and operate key project management information systems.		
	Clients	Input to the development and implementation of policies and procedures whose application have a direct impact upon the well-being of the public, or service users, stakeholders or other customers. A variety of internal (cross department and Elected Members) and external clients (including businesses, public sector partners, Town and Parish Councils, local residents etc)		
Duties and key result areas: <ol style="list-style-type: none">1. Provide professional advice to support the delivery of the Council's housing and strategic development programme.2. To engage with developers and landowners on stalled sites to seek to facilitate development and unblock stalled sites.3. To assist and coordinate the discharge, compliance and monitoring of planning conditions and S106 obligations on strategically significant development schemes.4. To engage with internal and external consultees to streamline response times and quality or responses.5. Undertake development and financial feasibility studies and robust development viability appraisals to assist in unlocking housing and other developments.6. To develop relationships with key strategic partners to bring development sites forward.7. To assist in the preparation of development briefs for Council-owned sites and provide guidance to developers and land owners on stalled sites.8. Provide technical development appraisal input to the Development Management process. Primarily assessing and inputting into the negotiation of Section 106 agreements to ensure the supply of affordable housing and contribution to required infrastructure on each development is proportionate.9. Prepare applications for grant funding to aid in the delivery of development, principally in relation to stalled sites.10. Ensuring effective project management and communication systems are developed and maintained.11. Ensure appropriate liaison and joint working with other Council services and developers.12. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of projects within deadlines13. Promote and maintain a positive relationship with employees to develop a climate of harmonious and constructive employee relations.14. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) to achieve the delivery of projects.15. Prepare reports and briefing notes and attend as directed to Executive, Scrutiny and other Council Committees.16. Keep up to date with current developments in the fields of regeneration, economic development, local government and relevant legislation.				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:		Sedentary office work with occasional need to stand, walk and lift.		
Transport requirements:		Will involve travel to meeting venues, area offices or training venues throughout the County and further a field on occasion.		
Working patterns:		Normal office hours with possible attendance at evening meetings. Flexi hours scheme applies		

Working conditions:	Mainly indoors
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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent through relevant training/ experience. Understanding of key regeneration and development principles and the main drivers for housing and economic growth in Northumberland. Knowledge and experience of the housing and development industry Understanding of relevant legislation and policies affecting development such as planning policies. Evidence of continuous professional development.	Relevant professional qualification, such as RTPI, RICS or equivalent.	
Experience		
Experience of working effectively with others and building productive partnerships. Experience of working with businesses and communities in developing and delivering a wide range of project activity.	Experience and consistent professional achievement within an organisation of comparable scope and complexity. Experience of working in private sector property development Experience of working in a local authority in an enabling or planning role. Experience of working within the HCA development process, Agency and other stakeholders involved in the delivery of development.	
Skills and competencies		
Ability to organise and prioritise work in a systematic way. Ability to work effectively in a multidisciplinary team and ability to work on own initiative under pressure. Extensive knowledge of the application of IT systems to support the delivery of projects. Ability to negotiate effectively with internal and external bodies and present ideas and proposals. Ability to secure funding for housing and other schemes to promote innovative forms of investment and exploit opportunities for unlocking stalled sites. Strong analytical skills and an aptitude for developing innovative solutions to problems. Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. Ability to manage and prioritise workloads and to deliver to agreed milestones.		
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council.		
Motivation		

Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers to create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Works with little direct supervision.		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits