



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Senior Development and Acquisitions Officer

Grade: PS7 £41,511 - £44,711

Reports to: Housing Development and Acquisitions Manager

Responsible for: None

Directorate and Service area: Adults, Health Partnerships and Housing – Housing Maintenance and Development

Purpose of the job

- To work in partnership with planners, legal services, procurement, Housing Solutions, Tenancy Services, housing associations, private developers, estate agents and other agencies to provide a range of affordable housing to meet identified needs and priorities via new build development, section 106 agreements, open market purchase or other means.
- To assist in the project management of new build council housing projects from inception through to practical completion and the end of the defects period.
- To contribute to the redevelopment and regeneration of council housing estates across North Northamptonshire.
- To purchase properties on the open market, via section 106 agreements or other such ways, to be used for both permanent and temporary accommodation across North Northamptonshire.
- To dispose of properties on the open market that the Council no longer has a need for.
- To contribute to the production and review of the Council's key documents, including the Development and Acquisitions **Strategy/Policy**.
- To contribute to bids for grant funding, to include completion of financial viability assessments and where bids are successful, contribute to the monitoring and completion of financial returns to the grant award body.
- To deputise for the Housing Development and Acquisitions Manager, as required.

Principal responsibilities

1. To investigate and identify potential sites for affordable housing to be developed by both the Council and housing association partners.

2. To assess development proposals and plans, and liaise with internal stakeholders, as well as other partners to deliver development proposals.
3. To undertake the completion of financial viability assessments and feasibility studies for sites identified for potential Council house development or purchase.
4. To assist in the management of new build council housing projects from inception, procurement of contractors, through to practical completion and the end of the defects period.
5. To work in partnership with Homes England and development partners on funding bids for new housing schemes and maximise the funding available for new affordable homes in North Northamptonshire.
6. To ensure that affordable housing proposals meet high standards of design, accessibility and energy efficiency, and comply with statutory requirements where applicable.
7. To consult tenants, parish and town councils, local residents and colleagues across the Council where appropriate, to ensure that new housing developments make a positive contribution to the local community and residential environment.
8. To monitor the utilisation of funding from Homes England, Right to Buy capital receipts, section 106 contributions and other sources in order to ensure that affordable housing schemes are developed in accordance with funding timescales.
9. To liaise with voluntary and statutory agencies, maintain effective working relationships and promote partnership working to develop new affordable housing, including supported housing.
10. To investigate new ways of delivering affordable homes, including bringing long term empty properties back into use and assisting other service areas in identifying solutions.
11. To purchase properties on the open market, via section 106 agreements or other such ways to be used for both permanent and temporary accommodation across North Northamptonshire by contacting estate agents to arrange viewings, negotiate a purchase price and then liaise with colleagues in legal to complete the purchase.

12. To dispose of properties on the open market that the Council no longer has a need for by arranging valuations of the property, negotiating a sale price and then liaising with colleagues in legal to complete the sale.
13. To contribute to the development of proposals to regenerate or remodel existing Council estates.
14. To contribute to the development and preparation of key housing policies and strategies through research, and the provision of data and text.
15. To carry out individual projects or pieces of work under the supervision of the Housing Development and Acquisitions Manager which will contribute to service improvements across the Housing service unit.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

If there are any other special features of the job that need to be in the job description, please indicate them here.



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Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Hold a relevant degree or equivalent experience in a housing services or development environment. Willing to undertake training as and when required to cover changes in regulation and legislation.	Professional qualification.
Experience and Knowledge	Experience of the development processes for affordable housing. Experience of undertaking and completing project related work. Experience of partnership working with housing associations, statutory and voluntary agencies. Significant experience of procuring contracts. Experience of budget monitoring. Strong contract management and project management skills. Knowledge of the planning process. Knowledge of building construction and design. Knowledge of the Homes England's funding regime. Experience of undertaking financial viability appraisals	

Attributes	Essential criteria	Desirable criteria
	for new housing development. Evidence of continual professional development. Knowledge of relevant Health and Safety legislation.	
Ability and Skills	Ability to work to tight deadlines and be flexible in work approaches. Demonstrate excellent communication skills level of written and oral communication and IT user skill. Ability to develop and maintain good working relationships with a wide range of customers, stakeholders, and partners. Innovative approach to problem solving and achieving value for money. Strong performance and financial management skills. Able to produce clear, concise and persuasive written reports and letters on complex issues. Ability and willingness to travel around North Northamptonshire, including at short notice. Spoken and written English fluency required. Excellent presentation skills.	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Demonstrate an understanding of the safe working practices that apply to this role and ensure they are implemented where required. Full driving licence and access to a car for work.	