

APPENDIX 3

BROXTOWE BOROUGH COUNCIL**PERSON SPECIFICATION****HOUSING DELIVERY MANAGER**

Qualifications & Training	Essential/ Desirable	Measure
Professional construction related qualification or relevant equivalent	Essential	1
Project management qualification or training	Essential	1
Membership of a relevant professional institute (e.g. RICS, CIOB, CIH, RIBA)	Desirable	1

Knowledge & Experience	Essential/ Desirable	Measure
Demonstrable experience in housing development,	Essential	1,3
Programme and project management experience in a housing / development environment,	Essential	1,3
Contract management supervision experience,	Essential	1,3
Experience of undertaking financial viability assessment associated with development work,	Essential	1,3
Experience in overseeing the preparation by consultants of tender and contract administration documents, and of public sector procurement procedures and tendering processes,	Essential	1
Experience in the management of development budgets,	Essential	1,3
Experience of planning, setting and monitoring budgets,	Essential	1,3
Experience of working with and managing consultants and contractors,	Essential	1,3
Experience of risk management,	Essential	1,3
A working knowledge of the statutory planning system, including the use of s106 legal agreements,	Essential	1,3
Knowledge of relevant legislation about building construction, energy regulations and health and safety,	Essential	1,3

Knowledge & Experience	Essential/ Desirable	Measure
Knowledge of best practice and current sector standards and procurement regulations,	Essential	1,3
Experience of working at a senior level with elected members,	Desirable	1,3
Experience of acquiring land and property for development,	Desirable	1,3
Experience of community engagement on planning and regeneration schemes,	Desirable	1,3
Experience of the preparation and delivery of strategies and plans,	Desirable	1,3
Commercial housebuilding experience,	Desirable	1,3
Experience in delivering affordable housing,	Desirable	1,3
Experience in applying for an obtaining capital grant funding to support housing development,	Desirable	1,3
Knowledge of the business planning process of the Housing Revenue Account,	Desirable	1,3

Skills & Abilities	Essential/ Desirable	Measure
Ability to work within demanding, contentious and sensitive situations,	Essential	1,3
Ability to interpret complex data and reach appropriate conclusions in a defined timeframe	Essential	1,3
Accurate with a high degree of numerical and literacy skills	Essential	1,3
Excellent communication and interpersonal skills,	Essential	1,3
Strong organisational/time management skills, with the ability to work under pressure and handle competing priorities in meeting deadlines and commitments,	Essential	1,3
Enthusiastic and self-motivated,	Essential	1,3
Ability to work using own initiative and unsupervised,	Essential	1

Car Allowance	This post does not carry a designated car user status
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Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:			
Person specification agreed by:			

Date of issue:

Additional notes for JE/HR.