

Job Context

Job Title:	Asset Strategy and Development Project Officer
Section:	Strategic Asset Management and Property Services
Reporting To:	Asset Strategy and Development Surveyor
Salary Band	2c
Post Number:	TBC

Detailed below sets out the specific requirements for the Asset Strategy & Development Project Officer role. This should be read in conjunction with the Job Role Specification linked to the appropriate salary band.

Job Context

Selby District Council's vision is to make the District a great place.

We have a new Council Plan setting out our bold ambitions for the district for the next ten years. Our strategic priorities highlight four key ambitions for Selby district in 2030; they are that Selby district is:

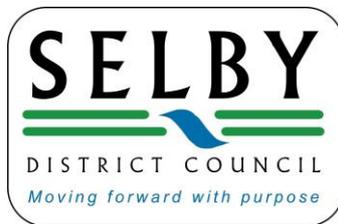
- a great place to live – focusing on more and better housing and improved town centres;
- a great place to enjoy – focusing on environmental standards, low carbon and community safety and wellbeing;
- a great place to grow – focusing on support to the local economy; and that
- Selby District Council delivers great value – focusing on use of technology to support service delivery and better use of our resources.

The Plan sets out our approach to delivering our ambitions: we will work collaboratively with others; we will continue to be close to our communities; we will put the customer at the heart of service delivery; and we will support the wellbeing of our residents.

Selby District Council recognises that people are at the heart of business success. Wherever resource is focused, and regardless of role and contribution, staff will work towards Selby's core values.

Areas of responsibility

- To support the Council's Asset Strategy and Development Management team to deliver Asset Management Strategy and Plan and the Affordable Housing Strategy and Programme through a combination of new developments and the land and property



acquisitions.

- To assist the team to identify and procure the development of future sites.
- To project manage asset and housing schemes.
- To set up project plans and maintain project files, processes and checklists to comply with audit and grant funding requirements.
- To maintain a Development Database and report regularly on the progress of the Housing Development Programme to internal stakeholders.
- To arrange and attend consultation/publicity events as required.
- To attend site visits and project related meetings as required.

Role specification

Operational

- Communicating and negotiating effectively with colleagues, consultants and contractors
- Provide support to the Asset Strategy and Housing team in the assessment of assets: viability, in use, disposal etc.
- Supporting the team in preconstruction stages of projects: obtaining quotes for surveys, land registry searches etc.
- Record performance data, KPI's, customer feedback surveys etc.

Performance

- Contribute to the team performance and progress, towards achieving agreed goals and objectives.
- Work within a culture of openness and understanding, ensuring important information is shared promptly.
- Comply with relevant health and safety, emergency planning, risk management and business continuity requirements for the group of services.
- Promote the Council's commitment to valuing diversity reflecting the diversity of the district in the Council's employment and service delivery practices and ensure the development and implementation of effective equalities and diversity policies across the services area.

Partnership Working

- Foster positive relationships with internal and external customers, and key stakeholders of projects
- Consult, communicate and encourage regular feedback from customers to ensure high levels of customer satisfaction and a customer focused ethos.
- Work across all departments of the Council through partnership working to achieve the



targets in the Asset Management Strategy, Affordable Housing Strategy and Corporate Plan.

Additional Qualifications

Essential

- Qualified to degree level in a construction or regeneration related discipline.

Additional Knowledge

Essential

- Knowledge of economic and social issues that affect the delivery of asset management and housing delivery and understanding of how these drive local government policies, processes, service delivery and resourcing.

Desirable

- Knowledge of Homes England's procedures, funding requirements and IMS system.
- Knowledge of the Planning system.
- Working knowledge of Local Authority procedures and their enabling function.
- Working knowledge of contract administration.

Additional Experience

Essential

- Demonstrable experience of managing projects and prioritising workload.
- Evidence of delivering projects and/or completing reports within set timescales.
- Experience of dealing with members of the public.
- Experience of influencing relationships with a range of stakeholders.
- Demonstrable experience of working on own initiative.
- Experience of report writing in a public sector environment.
- Experience of using standard Microsoft computer packages.

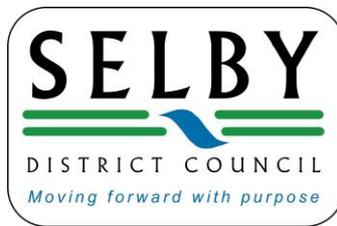
Desirable

- Experience of Microsoft Access and Project.
- Experience of working in a political environment/knowledge of local democracy and thorough understanding of the needs of local authorities and their partners.
- Experience of delivering sustainable high quality asset management services and housing development projects in time and on budget.



Additional Requirements

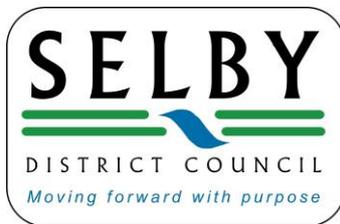
- Able to develop influential relationships with a range of local, sub-regional and national stakeholders.
- Ability to organise tasks.
- Ability to work to a high degree of accuracy.
- Ability to work methodically.
- Good communication skills.
- Ability to work as part of a team.
- A keen interest in the built or rural environment and housing development.
- Be an ambassador for change and lead from the front on service delivery for the Council.
- To undertake a range of duties commensurate with the salary.
- Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council.
- Strong organisational and time management skills with the ability to work under pressure.
- Ability to work using own initiative and making appropriate decisions.
- Ability to work effectively under pressure and thrive in a challenging and changing environment.
- The postholder must be willing to undertake training and continuous professional development in connection with the requirements of the post.
- Work in accordance with the Council's values and competencies.
- The postholder must carry out their duties with full regard to health and safety policy and associated procedures.
- In the event of a civil emergency, the postholder may be expected to work outside her/his normal contracted hours.



Our Values

<p>Customer Focused <i>"I'm happy that people get the help they need"</i></p>	<ul style="list-style-type: none"> ✓ We help people to help themselves. ✓ We are there to help those people who can't help themselves. ✓ We take time to listen and learn. ✓ We will always try to do it right first time.
<p>Business-Like <i>"I feel that everything I do at work adds value"</i></p>	<ul style="list-style-type: none"> ✓ We deliver on our promises. ✓ We spend money wisely. ✓ We have the right people doing the right things. ✓ We can't do everything so we are honest and open about our priorities.
<p>One Team Selby <i>"I feel I am an important part of something bigger"</i></p>	<ul style="list-style-type: none"> ✓ We all pull together for the good of the District. ✓ We bring the right people together to do what they are good at. ✓ We build strong relationships with our partners and communities.
<p>Flexible <i>"I feel energized and positive about change"</i></p>	<ul style="list-style-type: none"> ✓ We are open to change and up for a challenge. ✓ We're willing to have a go and show what we can do. ✓ We're ready to set the pace and build momentum. ✓ We can adapt quickly to meet new priorities.
<p>Forward Thinking <i>"I feel encouraged to come up with new ideas and that I am listened to"</i></p>	<ul style="list-style-type: none"> ✓ We are open to trying new things and learning from the results. ✓ We're willing to take some risks. ✓ We are always thinking ahead and looking for new opportunities.
<p>Trustworthy <i>"I am treated fairly and honestly, so that's how I treat others"</i></p>	<ul style="list-style-type: none"> ✓ Each of us takes responsibility for our actions. ✓ We always behave with integrity. ✓ We are honest and open.

Date Completed: October 2020



Job Role Specification

Band 2c

Reporting To

The relevant line and/or project manager as outlined in the Job Context document.

Job Context

This Job Role Specification should be read in conjunction with the Job Context document relevant to the post.

Service Area

The postholder will be expected to work across the organisation.

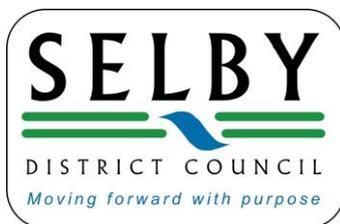
Key Elements of the Job Role

- The post entails ensuring that Selby District Council meets its statutory obligations within the professional discipline as set out in various pieces of legislation.
- Provide appropriate advice, guidance and interpretation of relevant legislation in line with the professional service of the post.
- To manage the resources, budgets and performance to meet Business Plan targets and Corporate Strategies.
- To contribute to the efficient operation and management of the organisation.
- Ensure the best possible use of all resources to deliver efficient, effective and innovative services.
- The postholder must carry out his/her duties with full regard to the Council's Equal Opportunities Policy.
- The postholder must carry out his/her duties with full regard to the Health & Safety Policy and associated procedures.
- In the event of any civil emergency you may be expected to work outside your normal contracted hours.

Key Outcomes

The key outcomes of the post will be linked to the Business Plan. All outcomes will be determined and agreed with the postholder.

The duties and responsibilities highlighted in this Job Role Specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



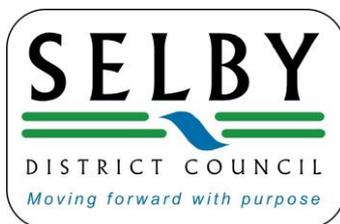
Requirements of the Post

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Relevant qualification as required or a demonstrable level of experience working at this level. • Additional qualification or training in technical matters as required. • Education to GCSE grades A*-C or equivalent. 	<ul style="list-style-type: none"> • 'A' level education or equivalent.
Knowledge	<ul style="list-style-type: none"> • Awareness, knowledge and adherence to Information Governance/Data Protection principles. • Awareness and knowledge of Equality legislation. • Awareness and knowledge of Health and Safety legislation. • Awareness and knowledge of Customer Care initiatives. • Awareness of safeguarding responsibilities. 	<ul style="list-style-type: none"> • Knowledge of Local Government.
Experience	<ul style="list-style-type: none"> • Proven technical ability in the professional discipline. • Demonstrate experience of working on own initiative. 	

Competencies

Set out below are the competencies expected to be demonstrated in the post.

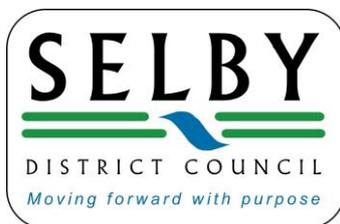
<p><u>Analysis and Use of Information.</u> <i>Assesses and interprets information in order to identify issues or problems.</i></p>	<p><u>Level 2</u></p> <ul style="list-style-type: none"> • Identifies and uses various sources of evidence [and feedback] to support outcomes. • Uses evidence to evaluate policies, projects and programmes. • Works confidently with data before making decisions: for example; interpret trends, issues and risks. • Identifies links between events and information. • Ensures systems are in place to address business needs.
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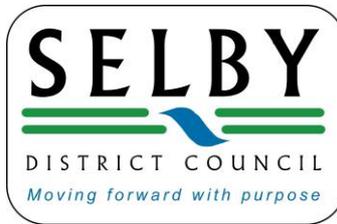
<p><u>Decision Making.</u> <i>Considers the information that is available, identifies options and makes timely decisions.</i></p>	<p><u>Level 2</u></p> <ul style="list-style-type: none"> • Assesses the impact of decisions. • Identifies causes rather than just symptoms to inform solutions. • Uses trends and patterns in information for evidence based decisions. • Confident in making decisions within policy guidelines. • Assembles available knowledge to ensure evidence based decisions.
<p><u>Planning & Delivery of Work.</u> <i>Plans and organises work to meet individual, team and organisational objectives whilst achieving quality and value for money.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Deals with varied situations with limited guidance. • Leads by example when spending money and managing business relationships and risks. • Ensures appropriate resources and levels of capability to deliver to plan. • Promotes and enforces appropriate business rules. • Ensures policies are consistent with the principles and mechanisms of accountability.
<p><u>Working with Others.</u> <i>Takes responsibility to build and maintain positive relationships and value the opinion of others.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Informs, consults and influences partners/stakeholders using a range of communication mechanisms. • Engages with relevant experts to gather and evaluate evidence. • Shares and implements good practice with internal and external peers. • Works with senior partners/stakeholders.
<p><u>Communicating with Others.</u> <i>Vary the way you communicate ideas and information ensuring your message is understood.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Varies language and content to ensure understanding of audience. • Facilitates understanding by explanation and example. • Highlights key points for summary from detailed and complex documents. • Meets regularly with partners/customers and staff to understand local needs and raise awareness of products and services.



Competencies

Set out below are the competencies expected to be demonstrated in the post.

<p><u>Organisation Awareness.</u></p> <p><i>Understands how the job contributes and delivers Access Selby goals in accordance with Access Selby values.</i></p>	<p><u>Level 2</u></p> <ul style="list-style-type: none"> • Can explain how they are contributing to achieving SDC’s vision. • Aware of regulatory and other policy impacts in their work area. • Demonstrates SDC values in all aspects of their work. • Engages effectively with appropriate colleagues/experts and provides them with routine and/or exception information. • Can describe how the organisation’s business model contributes to the development of delivery plans. • Can explain how their job relates to the wider SDC development agenda.
<p><u>Managing Change.</u></p> <p><i>Supports opportunities for positive change and actively looks for ways to improve.</i></p>	<p><u>Level 2</u></p> <ul style="list-style-type: none"> • Supports individuals in their team through periods of change. • Listens and responds to constructive feedback. • Initiates new ways of doing things. • Delivers change projects to successful outcomes. • Recognises and deals with obstacles to change.
<p><u>Continual Improvement.</u></p> <p><i>Continually looks to improve skills, knowledge and the way you work.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Describes what the future looks like in terms of service improvements and modernisation. • Motivates others to improve and develop their performance. • Sets smart targets for teams and team members and evaluates them. • Constructively challenges existing strategies.



Competencies

Set out below are the competencies expected to be demonstrated in the post.

<p><u>Leadership.</u> <i>The ability to influence, motivate and inspire others to achieve a vision.</i></p>	<p><u>Level 2</u></p> <ul style="list-style-type: none"> • Manages and empowers others to deliver SDC business plan. • Fosters a culture of trust and empowerment, inviting involvement and participation. • Delegates effectively, allowing others the necessary autonomy to deliver. • Ensures individuals are clear about performance criteria. • Adopts leadership styles appropriate for the situation and the individual. • Guides others effectively and diplomatically through complex and sensitive situations.
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Date Completed: October 2020