

LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		
Post Title: Housing Supply New Build Co-ordinator	Post No. G011000255	Grade: M
Directorate: Housing & Regeneration	Division: Regeneration, Housing Supply and Assets	Section: Housing Supply Team
<p>Responsible to: Housing Supply Manager</p> <p>Responsible for: Housing Supply Officer: grade I - K (up to x 3) Housing Supply Support Officer: grade G - I (x1) Supervision of specialist consultants as required</p> <p>DBS Required? N Is the post politically restricted? N Is a Travel Allowance Payable? N Does this post attract an Essential Car User Allowance? N</p>		

PURPOSE OF THE JOB

1. To bring forward sites for the Housing Client, scoping and facilitating the implementation of large-scale regeneration and estate "in-fill" new-build housing schemes, in liaison with the Capital Delivery Team (CDT).
2. Day-to-day co-ordination, enabling and delivery monitoring of projects in liaison with the CDT, Housing Asset Management, other Council services and external funding agencies, ensuring that the requirements of the Housing Client are agreed and met at each stage of the project's lifecycle.
3. Develop strong relationships / partnerships – with Government agencies, GLA, Homes England, RSLs, charitable regeneration trusts, developers/contractors, consultants, residents and stakeholders, including community groups, retail and commercial interests.
4. Contribute to procurement processes and facilitate engagement of partners, professional advisors and consultant services, managing these where required.
5. Work with other services to ensure co-ordinated policy planning and delivery, briefing Senior Managers and Members as necessary on strategy and projects proposed, or in development.
6. Manage Housing Supply staff and projects / work-streams effectively, including budgets.

DUTIES & RESPONSIBILITIES

1. To initiate and co-ordinate regeneration and estate “in-fill” housing schemes for the Council’s Housing Client, reporting to and deputising for the Housing Supply Manager. Management of project inception and initial consultation stages, procuring expertise where necessary; handover to CDT to manage on-site delivery following joint procurement of developer / constructor.
2. Ensure projects are properly scoped, feasible and meet agreed priorities and requirements, including: mix of units, funding / grant conditions, high quality of design, ease of estate management, considerate consultation and engagement with stakeholders.
3. Co-ordinate Client approvals: prepare / contribute to Housing Client briefs for design and procurement - setting objectives, budgets, timescales, programmes and delivery parameters – and review technical / design evolution and final proposals to ensure requirements are met.
4. Ensure operational continuity throughout project concept and build phases; and following handover from the Housing Client to CDT and onwards to Housing Asset Management after completion. Establish protocols ensuring all participants have clear roles, responsibilities and accountabilities.
5. Co-ordinate partnerships, i.e. via procurement, engagement or collaboration, to plan and deliver projects that achieve the Council’s and GLA/Government objectives.
6. To prepare / present reports for senior managers, to obtain approvals; update on progress or challenges / solutions.
7. Co-ordinate activities including:
 - a. Securing / managing funding; liaison with Government agencies / GLA.
 - b. Liaison with CDT, strategic and front-line council services.
 - c. Briefings for the Mayor and councillors - obtaining necessary approvals.
 - d. Stakeholder engagement to support projects.
 - e. Setting-up / supporting community bodies, eg residents’ groups or charitable trusts.
 - f. Management of project shops / information centres; interim responsibility for community facilities, as directed.
 - g. Involvement in procurement of consultants and developer partners for the Housing Client, in liaison with CDT.
 - h. Creating and monitoring performance requirements.
 - i. Land assembly: acquisitions of land and property; statutory steps ie stopping-up, termination of rights of light and particularly compulsory purchase Orders (CPOs) from start to finish, for the Council and partner RSL/developers, to deliver the Council’s regeneration outputs.
 - j. Development of rehousing/relocation offer for tenants, owners, retail and community interests and good practice guidance to partner organisations.
 - k. Obtaining consents - from Planning, GLA and Government bodies.
 - l. Liaison with CDT to ensure legal and regulatory compliance.
8. Manage financial appraisals for schemes in preparation / on-site; monitor/forecast spend, outputs, benefits and contractual obligations, including overage.

ADDITIONAL DUTIES & RESPONSIBILITIES

1. Co-ordinate projects and work-stream activities, and supervise Housing Supply staff and consultants in accordance with housing, planning and regeneration strategies, using sound project management principles.
2. Take part in value engineering exercises, review specification changes: co-ordinate Housing Client approval for change orders requested by the CDT.
3. Prepare cash flow forecasts, monitor scheme budgets and effective use of grant funding for the Housing Client, securing approvals for additional funds where required. Ensure that financial transactions and payments are compliant with Financial Regulations and procedures.
4. Co-ordinate Housing Supply staff and consultants in projects led by external organisations, i.e. where the Council's statutory assistance is required on a rechargeable basis, including CPO etc.
5. Work with Housing Asset Management, CDT and RSLs to bring forward new sites for development and to initiate funding bids.
6. Commission and contribute to feasibility studies, option appraisals and Masterplans as required, within the Housing Client function.
7. Manage consultants, contractors and other external professional resources, preparing and contributing to detailed briefs and tenders.
8. Manage and monitor stakeholder engagement, ensuring provision of high quality communication materials and effective public meetings, surgeries, board meetings etc.
9. Represent the Directorate at Corporate, Council and external meetings. Prepare responses to legislative or policy consultation papers. Advise on policy, legislation and regulation which impacts on regeneration and housing.
10. Participate in Corporate and Directorate working parties and action planning groups, including service improvement and value for money projects. Develop and monitor procedures for assessing leaseholder charges and implementing them.
11. Ensure statistical and other returns to government departments and agencies are provided in an accurate and timely manner.
12. Contribute to the annual Housing Supply service plan, council Housing Strategy, Planning Policy formation and shaping other internal affordable housing policies, as well as periodic Directorate and Corporate monitoring.
13. Manage and develop staff in line with Council procedures ensuring they receive relevant training and performance development opportunities. Manage priorities and workloads within the team and ensure that targets and deadlines are achieved.

14. Investigate and respond to enquiries and complaints from the Mayor, Members, residents and other stakeholders.
15. Promote the Council's Equal Opportunities Policy in all aspects of the team's work; understand Equalities Impact Assessment processes and develop strategies for improvement in breaking down cultural and other barriers to accessing good quality housing.

FURTHER EXPERIENCE REQUIRED AT P07 LEVEL

- Coordination of a Local Authority's housing client function, providing recommendations to the lead client on a variety of potential and live schemes; including design parameters, materials or performance specifications, budget management and political interface.
- Lead in the preparation of feasibility studies, design options appraisals and project briefs and subsequent production and management of project plans, establishing key performance indicators and milestones.

GENERAL TERMS

- Undertake any other duties of a similar nature, within any team in the Directorate and at any location in the borough, which may arise from time to time and which are commensurate with the grade of the post and within the capabilities of the post holder.
- Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme. To engage and develop staff in the team to ensure they have clear personal development plans.
- Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- Undertake additional duties that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

- To be able to work evenings and weekends with appropriate notice;
- Work from the Town Hall a minimum of 2 days a week,
- Note that Service requirements, meetings and site visits will frequently require 3 or more days a week in person attendance.

Person Specification for the Post of Housing Supply New Build Co-ordinator		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<ol style="list-style-type: none"> 1. A good understanding of the issues in delivering small-scale new-build / major regeneration schemes, in a local authority context. 2. Preparation and implementation of technical / client briefs for scoping projects, procurement, etc. 3. Understanding of construction related contracts. 4. Understanding of the sources and means of financing regeneration and partnership programmes. 5. Proven understanding of project management best practice/tools, within a local authority client & delivery environment. 6. Understanding of the RIBA design stages, construction process, Building Regulations and Building Safety Act. 7. A grasp of the technical aspects of comprehensive site assessments including opportunities and constraints. 8. An appreciation of planning law, local policy and process, to assist in the review of potential developments and the parameters placed on sites during the design process. 9. Good understanding of a capital project's lifecycle, and the key milestones/tasks at design, procurement, construction, and operation phases. 10. Proven skills for managing staff, 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I</p> <p>I</p> <p>A/I</p>

	<p>budgets and associated activities in a project management context.</p> <p>11. Good understanding of land assembly processes, including tenant and owner decants and relocation offers, and legal processes including CPO</p> <p>12. Managing formal consultation and / or running ongoing engagement mechanisms with residents & stakeholders.</p> <p>13. A good awareness of quality and equality in service provision.</p> <p>14. An awareness of the different client and delivery functions for new affordable homes in a local authority context.</p>	<p>D</p> <p>E</p> <p>D</p> <p>D</p>	<p>I</p> <p>A/I</p> <p>I</p> <p>I</p>
Qualifications & Experience	<p>1. Educated to degree level and/or with significant relevant professional experience.</p> <p>2. Holds a Project Management and/or relevant technical qualification and/or has significant relevant professional experience.</p> <p>3. A proven track record of project management in a capital build environment.</p> <p>4. Track record of collaboration and developing excellent working relationships with other departments, external partners and stakeholders from public and private sector organisations at a high level, to deliver major regeneration projects.</p> <p>5. Experience of identification and detailed analysis of sites for housing development schemes.</p> <p>6. Experience of commissioning, managing and reporting to senior managers on detailed feasibility and master-planning processes.</p> <p>7. Management of staff, consultants and budgets enabling effective client management of development and regeneration schemes and compliance with financial regulations and procedures.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>I</p>

	<p>8. Effective management of projects in line with sound project management principles and including the drafting and presentation of reports to senior management and Members.</p> <p>9. Creation, co-ordination and implementation of consultation strategies, to maximise participation by residents and other stakeholders.</p> <p>10. Co-ordination of land assembly processes for development, including tenant decant, buy-out and CPOs.</p> <p>11. Good experience of financial and data analysis; preparation of funding bids and monitoring reports and other returns for government.</p> <p>12. Participation in recruitment and selection processes for staff and procurement of contractors and consultants.</p> <p>13. Creation of financial appraisals for development and regeneration opportunities using the residual valuation methodology.</p>	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Living the TOWER Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five TOWER Values</p>			
<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>1. Ability to consult and liaise effectively with residents, Members, managers, staff and a wide range of other stakeholders, to achieve project goals.</p> <p>2. Ability to lead on the establishment and retention of effective strategic partnerships.</p>	<p>E</p> <p>E</p>	<p>I</p> <p>I</p>
<p>We are OPEN and transparent</p>	<p>1. Ability to work with, motivate, and lead multi-disciplinary teams, including staff and consultants.</p> <p>2. Ability to present clearly and persuasively in a variety of complex and difficult scenarios.</p>	<p>E</p> <p>D</p>	<p>A/I</p> <p>I</p>

We are WILLING to challenge, innovate and be accountable	1. Ability to co-ordinate Housing Supply Team functions, deputising for the Section Manager, so that timely approvals are obtained to ensure swift and unimpeded delivery of new homes.	E	I
	2. Ability to manage and help develop complex regeneration and development schemes.	E	I
	3. Ability to plan and achieve targets within agreed and often tight timescales.	E	I
	4. Ability to manage own priorities and workload and supervise others contributing to effective team working.	E	I
	5. Ability to create, analyse and supervise the monitoring of financial appraisals for development sites and regeneration schemes.	E	I
	6. Ability to manage assets and budgets effectively to maximise use of resources.	D	A/I
	7. Ability to respond flexibly to changing demands and to work under pressure to tight deadlines.	E	I
	8. Ability to prepare detailed, clear and concise written reports, briefs for consultancy services and draft policies and procedures.	E	I/T
	9. Ability to prepare detailed and timely monitoring information and other project updates in a range of formats.	E	A/I
	10. Ability to analyse changing circumstances and requirements, assess implications for service delivery and initiate appropriate responses to meet targets and deadlines.	D	A/I
	11. Experience of commissioning and managing specialist consultants to	D	I

	ensure that Council policies and financial regulations are fully met.		
We empower each other to be EXCELLENT and go the extra mile	<ol style="list-style-type: none"> 1. Responsible for own learning with evidence of continuous development and ability to learn from challenging situations. 2. An understanding of the role and need for service planning and performance management in the provision of services. 3. Ability to interpret complex legislation and regulations to a range of staff and residents. 4. Ability to translate lessons learned from one project effectively to the next project. 5. Understanding of the need to constantly update skills and how to source effective training. 	E D D D	I A I I
We RESPECT all communities, they are the heart of everything we do	<ol style="list-style-type: none"> 1. Knowledge and awareness of the equal opportunities issues involved when working within a diverse inner London community. 2. Demonstrates commitment to equalities in day to day work and encourages and values the contribution of staff from all backgrounds and communities. 3. Understanding of the impact of regeneration processes on different communities. 4. Understanding of the need to ensure 'hard to reach' groups are brought into all consultation processes. 	E E D D	A/I I A/I A/I
Additional Requirements	<ol style="list-style-type: none"> 1. Health and safety in office and on site personal safety competence. 2. Ability to be flexible and responsive to working times – including evening and weekend events as required - work locations and methods when necessary to achieve deadlines. 	E E	A A