

## PERSON SPECIFICATION

### H1 – HOUSING DELIVERY MANAGER

| Specification Type          | Additional/changed requirements  | E/D | Measure |
|-----------------------------|--|-----|---------|
| Qualifications and Training | Professional construction related qualification or relevant equivalent   | E   | 1       |
| Qualifications and Training | Project management qualification or training   | E   | 1       |
| Qualifications and Training | Membership of a relevant professional institute (e.g. RICS, CIOB, CIH, RIBA)   | D   | 1       |
| Knowledge and Experience    | Demonstrable commitment to promoting equality and diversity in the workplace   | E   | 1, 3    |
| Knowledge and Experience    | Measurable commitment to customer consultation   | E   | 1, 3    |
| Knowledge and Experience    | Demonstrable experience in housing development   | E   | 1, 3    |
| Knowledge and Experience    | Programme and project management experience in a housing / development environment   | E   | 1, 3    |
| Knowledge and Experience    | Contract management supervision experience   | E   | 1, 3    |
| Knowledge and Experience    | Experience of undertaking financial viability assessment associated with development work  | E   | 1, 2, 3 |
| Knowledge and Experience    | Experience in overseeing the preparation by consultants of tender and contract administration documents, and of public sector procurement procedures and tendering processes | E   | 1       |
| Knowledge and Experience    | Experience in the management of development budgets  | E   | 1, 3    |
| Knowledge and Experience    | Experience of planning, setting and monitoring budgets   | E   | 1, 3    |
| Knowledge and Experience    | Experience of working with and managing consultants and contractors  | E   | 1, 3    |
| Knowledge and Experience    | Experience of risk management  | E   | 1, 3    |
| Knowledge and Experience    | A working knowledge of the statutory planning system, including the use of s106 legal agreements   | E   | 1, 3    |
| Knowledge and Experience    | Knowledge of relevant legislation about building construction, energy regulations and health and safety  | E   | 1, 3    |
| Knowledge and Experience    | Knowledge of best practice and current sector standards and procurement regulations  | D   | 1, 3    |
| Knowledge and Experience    | Experience of working at a senior level with elected members   | D   | 1, 3    |
| Knowledge and Experience    | Experience of acquiring land and property for development  | D   | 1, 3    |
| Knowledge and Experience    | Experience of community engagement on planning and regeneration schemes  | D   | 1, 3    |

| <b>Specification Type</b> | <b>Additional/changed requirements</b>   | <b>E/D</b> | <b>Measure</b> |
|---------------------------|--|------------|----------------|
| Knowledge and Experience  | Experience of the preparation and delivery of strategies and plans   | D          | 1, 3           |
| Knowledge and Experience  | Commercial housebuilding experience  | D          | 1, 3           |
| Knowledge and Experience  | Experience in delivering affordable housing  | D          | 1, 3           |
| Knowledge and Experience  | Experience in applying for an obtaining capital grant funding to support housing development   | E          | 1, 3           |
| Knowledge and Experience  | Knowledge of the business planning process of the Housing Revenue Account  | D          | 1, 3           |
| Skills and Abilities      | Ability to work within demanding, contentious and sensitive situations   | E          | 1, 3           |
| Skills and Abilities      | Teamwork abilities – management of team  | E          | 1, 3           |
| Skills and Abilities      | Teamwork abilities – working in virtual teams where hierarchy is not fixed   | E          | 1, 3           |
| Skills and Abilities      | Project management skills  | E          | 1, 3           |
| Skills and Abilities      | Ability to interpret complex data and reach appropriate conclusions in a defined timeframe   | E          | 1, 2, 3        |
| Skills and Abilities      | Accurate with a high degree of numerical and literacy skills   | E          | 1, 2, 3        |
| Skills and Abilities      | Excellent communication and interpersonal skills   | E          | 1, 3           |
| Skills and Abilities      | Strong organisational/time management skills, with the ability to work under pressure and handle competing priorities in meeting deadlines and commitments | E          | 1, 2, 3        |
| Skills and Abilities      | Enthusiastic and self-motivated  | E          | 1, 3           |
| Skills and Abilities      | Ability to work using own initiative and unsupervised  | E          | 1              |

**Car Allowance:**

This post does not carry a designated car user status.

**E/D:**

Essential (E)  
Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

