

Job Evaluation Pro Forma



Post Title :	Projects Development Officer	Version 2
Post Number:	BHC TBD JET647	
Department:	Development	
Reports To:	Head of Strategic Developments	
Responsible For:	None	
Grade:	Grade E	
Hours of Work:	37 Hours	

BROAD STATEMENT OF JOB FUNCTION

The Development Function at Blackpool Housing Company (BHC) incorporates a project management service. This service is provided to BHC, Lumen Housing and to Blackpool Council in the strategic development, management and delivery of a range of transformative housing-led projects and programmes.

As a member of the Development Team, the post holder will support the Head of Strategic Developments in the day-to-day delivery of the service, from the scoping of new project opportunities through to project completion. In order to ensure agreed outputs are delivered, the post holder will require a high level of organisational and interpersonal skills to develop, maintain and manage effective relationships. Key relationships include the Client / Shareholder (Blackpool Housing Company / Lumen Housing / Blackpool Council), End User (Blackpool Coastal Housing / Blackpool Council / Third party partners), external consultants and contractor / developer teams, alongside third-party organisations and partners such as Homes England or Government departments.

The post holder should expect the work to be varied and challenging, requiring a suitable level of organisation, concentration, resilience and creative thinking.

The work will include a range of support activity including project administration and the full project life cycle of project scoping, start-up, planning, implementation and monitoring capped with completion and evaluation. The post holder will offer organisational and interpersonal skills that will support the technical skills required to deliver successful development project management. Strong written and verbal communication skills are essential.

MAIN RESPONSIBILITIES & KEY RESULTS AREAS

1. To assist the Head of Strategic Developments in delivering the Company's Project Management Function.
2. To provide project management administration and support.
3. To manage individual projects / aspects of projects, as allocated by the Head of Strategic Developments and, where appropriate, taking responsibility for their development, planning and delivery to agreed timescales, budgets and scope.
4. To engage with colleagues at BHC, officers at Blackpool Council, partners, developers / contractors and key stakeholders in order to develop strong and effective relationships and help secure the necessary levels of commitment and funding that facilitates successful project delivery.
5. To assist and support the Head of Strategic Projects in establishing and co-ordinating multi-disciplinary teams involved in the delivery of projects, including external consultants where necessary.
6. To contribute to the maintenance and ongoing development of the relationship with Homes England (including contribution to administration and audit requirements of grant funding including the Integrated Management System).
7. To engage with the wider community to promote projects and to represent the Company at public events, as directed.

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8. To prepare data and write reports as required,
9. Arrange, attend and undertake minutes for a variety of meetings.
10. To provide support to the wider BHC Development function including the establishment and operation of the Company asset management system, property data collection and analysis and carbon strategy
11. To assist colleagues in embedding best practice and continuous improvement in Company processes and programme and project management.
12. To contribute to creating a culture where colleagues take the initiative, innovate and generate imaginative and effective solutions.
13. To assist in investigating and responding to complaints and enquiries and to ensure that appropriate and satisfactory response is given in line with BHC policy and procedures/ Council requirements.

GENERAL RESPONSIBILITIES

- Job descriptions are a reflection of the character and work priorities at a given point in time and it will be essential to review duties and responsibilities, in consultation with the post holder, from time to time.
- The Health & Safety at Work Act (1974) places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with Legislation and the Company policy on Health & Safety.
- The post holder is required at all times to comply with the provisions of the Data Protection Act 2018 and with any policy introduced by Blackpool Housing Company to comply with the Act.

Qualifications	Please mark which are Essential or Desirable ▶	E/D
For information about qualification equivalency click here		
<ul style="list-style-type: none"> • Level 2 (GCSE Grade A**-C or Grades 9-4) or equivalent qualification including functional skills in English and Maths 		E
<ul style="list-style-type: none"> • Level 3 qualification or equivalent e.g. A Levels, BTEC ONC/D 		E

Knowledge, Skills and Experience	Please mark which are Essential or Desirable ▶	E/D
Knowledge		
<ul style="list-style-type: none"> • Understanding of the critical factors relating to the successful preparation, management and delivery of projects. 		E
<ul style="list-style-type: none"> • Understanding of identifying and monitoring project risks. 		E
<ul style="list-style-type: none"> • Understanding of project finances including monitoring and reporting. 		D
<ul style="list-style-type: none"> • Understanding of the process to procure and manage multi-disciplinary teams and/or contractors. 		D
Skills		
<ul style="list-style-type: none"> • Good communication skills, both written and verbal 		E
<ul style="list-style-type: none"> • Good interpersonal skills 		E
<ul style="list-style-type: none"> • Ability to work effectively as part of a team, as well as on own initiative. 		E
<ul style="list-style-type: none"> • Ability to think clearly and creatively, to analyse, evaluate and arrive at sound conclusions based on available information. 		E
<ul style="list-style-type: none"> • Ability to work to tight deadlines and, where relevant, within budget constraints to meet agreed targets. 		E
<ul style="list-style-type: none"> • Good ICT skills 		E
Experience		
<ul style="list-style-type: none"> • Experience in a property related field and in a project related environment. 		E
<ul style="list-style-type: none"> • Experience of a quality service delivery environment 		E

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Other Requirements	E/D
<ul style="list-style-type: none"> Ability to travel to sites, as required Full driving licence and use of a car for work purposes 	<p>E</p> <p>D</p>

Initiative and Independence
<ul style="list-style-type: none"> The post holder will work within established processes with procedures to support these functions. The post holder will work under the supervision and instruction of the Head of Strategic Projects in supporting the delivery of range of activity and projects. For example: The post holder may provide support in co-ordinating the procurement and management of a team of consultants in the design and preparation for delivery of a new housing scheme. The post holder will undertake activity which might include the preparation of project plans, liaison for the production of progress reports and financial statements. The post holder may be required to undertake individual research and preparation of reports to support the progression of the project. The post holder will work within the parameters of the role and does not have budget approval responsibilities, which are retained at a more senior level.

Relationships/Nature of contacts
<p>Internal /External</p> <p>The post holder will deal with colleagues, customers, contractors, vendors and external partners on a regular basis.</p> <p>The post holder may occasionally be exposed to verbal abuse from service users. This can be over the phone and face to face. This does not happen very frequently, at most once or twice a month.</p>

Responsibility for Resources (Financial, Physical, Capital, Information)
<p>Financial Resources</p> <p>The post holder will have no financial responsibilities.</p>
<p>Physical Resources</p> <p>The post holder will use computerised software systems, Microsoft Office package and internal document control systems. Laptop, mobile phone.</p>
<p>Capital Resources</p> <p>N/A</p>
<p>Information Resources</p> <p>Data</p>

Responsibility for People (including supervision/training of staff or clients)
None

Mental and Emotional Demands
<p>Mental Demands</p> <p>The post holder will have a high level of concentration and mental alertness to ensure that project documents including reports, minutes and proposals are checked for accuracy. This will require working closely with a variety</p>

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of colleagues and external partners / contractors including the legal team, development team, finance team and other stakeholders involved in the project management process.

The post holder will work within predictable and unpredictable or tight targets and deadlines. For example: the company business plan targets are predictable and planned targets. Unpredictable targets include deadlines for project proposals or activity which are set or influenced externally and which therefore present barriers and obstacles to be overcome.

Emotional Demands

May be exposed to members of the community who may be vulnerable or disadvantaged, who may place some emotional demands on the post holder.

Planning Requirements

The post holder must plan for a variable workload consisting of a variety of tasks for both short and longer-term projects. These can take from days to several weeks, before completion.

Key Facts and Figures

The project programme can range from specific new-build housing project delivery on an identified site which may involve delivery of 100 homes, say. The regeneration projects may include multi-million pound proposals that will take years to develop and subject to approval involve significant preparation periods in the lead up to delivery.

Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor)

Manager Assessment of Working Conditions (percentage of time involved)

Manual Handling – Heavy Loads (over 25KG)	0%	Manual Handling – Light to Moderate (under 25KG)	0%	Vibrating plant/ tools/ equipment	0%
Noise	0%	Repetitive work activity/ operations	0%	Prolonged standing/ walking	5%
Prolonged sitting in a constrained position	0%	Confined spaces	0%	Extremes of temperature (e.g. very hot / cold)	0%
Adverse weather conditions (e.g. frost, rain, etc.)	0%	Working at Height	0%	Driving HGV/ LGV/ PCV/ Minibus	0%
Fumes, dusts, gases, etc.	0%	Solvents, oils, paints, degreasers, etc.	0%	Pesticides, herbicides, insecticides	0%
Detergent or other cleaning chemicals	0%	Biological hazards (e.g. vomit, urine, blood, sharps)	0%	Display screen equipment	50%

The job involves working with (percentage of time involved)

Plant and/or machinery	0%	Vehicles (including driving)	0%	Electricity	0%
Welding	0%	Food Handling	0%	Animals	0%
Working alone	0%	Working with vulnerable people	0%	Working with people with additional needs	0%
Working with members of the public	10%	Other (please state):			

Frequency of Risks that may apply whilst working in a people related environment

Risk of Abuse	Low	Risk of Aggression	Low	Risk of Injury	Low
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