

**EXETER CITY COUNCIL**  
**PERSON SPECIFICATION**

**HOUSING & CONTRACTS**  
**HOUSING**

**HOUSING DEVELOPMENT OFFICER (POST NO: CE06248, CE06251 & CE06252)**

<b><u>SELECTION CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>QUALIFICATIONS</u></b>		
1. Degree	✓	
2. Postgraduate housing or property related qualification		✓
3. Partial membership of a professional property organisation (CIH, RICS, RTPI or similar) e.g. student/affiliate	✓	
4. Full membership of a professional property organisation (CIH, RICS, RTPI or similar)		✓
<b><u>EXPERIENCE</u></b>		
1. Experience of negotiating with developers, owners and property agencies	✓	
2. Knowledge of current funding mechanisms for social housing and preparing bids for funding	✓	
3. Experience of project management, project planning and viability assessments (including financial appraisals of scheme work)	✓	
4. Experience of negotiating S106 agreements successfully with developers on land issues, project build costs and carrying out option appraisals	✓	
5. Experience or working knowledge of working with the most recent planning Acts and Policies	✓	
6. Experience of partnership working with agencies at local level	✓	
7. Experience of empty homes enforcement		✓
8. Preparation of housing strategies and policies	✓	

9. Experience of private sector housing and property letting procedures and practice	✓	
<b><u>ATTITUDE</u></b>		
1. Motivated	✓	
2. Supportive	✓	
3. Honest	✓	
4. Committed to self-improvement and responsive to change	✓	
5. Respectful	✓	
6. Professional	✓	
7. Innovative	✓	
<b><u>SKILLS/KNOWLEDGE/ ABILITIES</u></b>		
1. Able to forward plan, prioritise workload and work with the minimum of supervision	✓	
2. Knowledge of government guidelines relating to housing and planning at a local level	✓	
3. Knowledge of residential development process	✓	
4. Knowledge of building construction and maintenance	✓	
5. Able to motivate and influence others using tact and diplomacy	✓	
6. Able to think creatively and explore innovative options for housing	✓	
7. Able to handle conflict and achieve a 'win-win' outcome	✓	
8. Able to problem-solve assessing feasibility and risk	✓	
9. Able to use a wide range of computer software to manage work and generate management information	✓	

10. Able to prepare and present reports in a way that achieves understanding in the audience	✓	
11. Able to compile and analyse statistical and financial information	✓	
12. Possession of sound negotiation skills	✓	
13. Possession of teamwork skills	✓	
14. Possession of consultation skills	✓	
15. Possession of administrative skills	✓	
16. Knowledge of research methods		✓
17. Able to work outside normal working hours, attending evening meetings as required	✓	
<b><u>OTHER CRITERIA</u></b>		
Full Car Driving Licence	✓	

**Emma Osmundsen**  
**Housing Enabling Manager December 2010**