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service and value



Job Profile

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| Job Title: Regeneration Acquisitions Officer | Grade: PO5 |
| Section: Regeneration | Directorate: Housing & Regeneration |
| Responsible to: Head of Regeneration (Acquisitions) | Responsible for: |
| Post Number/s: | Date May 2019 |

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

- To manage the effective delivery of a programme of buy-backs of both residential and non-residential properties. The post focuses on key development sites and regeneration areas in Wandsworth in order to facilitate the council's comprehensive regeneration plans for the area
- To support the delivery of residential and commercial buy backs and relocations in key regeneration areas.



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- To lead on engaging with affected residential owners in the regeneration areas.

Specific Duties and Responsibilities:

1. To lead on the purchase of properties and other interests in the regeneration areas through negotiation and the use of CPO powers where required.
2. To work with the Regeneration Management Team to develop an overall decant strategy for owners and to monitor its implementation.
3. To work with the Councils Housing team to ensure purchased properties are effectively handed over to the relevant team so that they can be re-let on appropriate tenancies or are appropriately secured if left void.
4. To develop and implement a programme of communications with owners about the project to ensure residents understand the purpose of the project, the impact it will have on them and the options available to those affected. Develop and implement a communications strategy for resident owners to explain the Council's shared equity product.
5. Procure and manage contractors (void/security contractors) and/or consultants as required and within the procurement guidelines as set out by each Regeneration Agreement.
6. Provide regular and accurate updates on implementation of the buyback and commercial property strategies to appropriate managers and project meetings. To analyse project information in order to prepare required projects reports clearly and efficiently, also making relevant recommendations
7. To work with individual resident owners to assist them in the process of selling to the Council and in buying alternative properties and lead negotiations with a small number of significant non-residential occupiers, and deliver temporary relocation premises as required.
8. To use effective monitoring practices to manage risk, budget and programme delivery for the team, in order to enable effective delivery of the regeneration projects.
9. To ensure compliance and adherence to corporate practices and current applicable procurement and other relevant legislation.
10. To appraise delivery and project outcomes in order to improve project management processes and achieve overall increased stakeholder satisfaction through best practice and lessons learnt
11. Will be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.



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12. To promote a positive health and safety culture, ensuring, as far as practicable, that activities are carried out under your control and in accordance with Health and Safety policies and procedures.
13. Risk management of all elements of the project including method statements and risk assessments in compliance with the Council's procedures.
14. Support the development and delivery of consultation and engagement strategies within decant areas
15. Prepare and present reports and briefings for Senior Managers and members to facilitate and inform understanding and decision-making.
16. Deal with the processes associated with enforcing Compulsory Purchase Orders, including collating evidence and building case files.

Generic Duties and Responsibilities

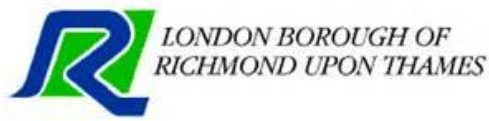
- To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the both Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.
- To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.



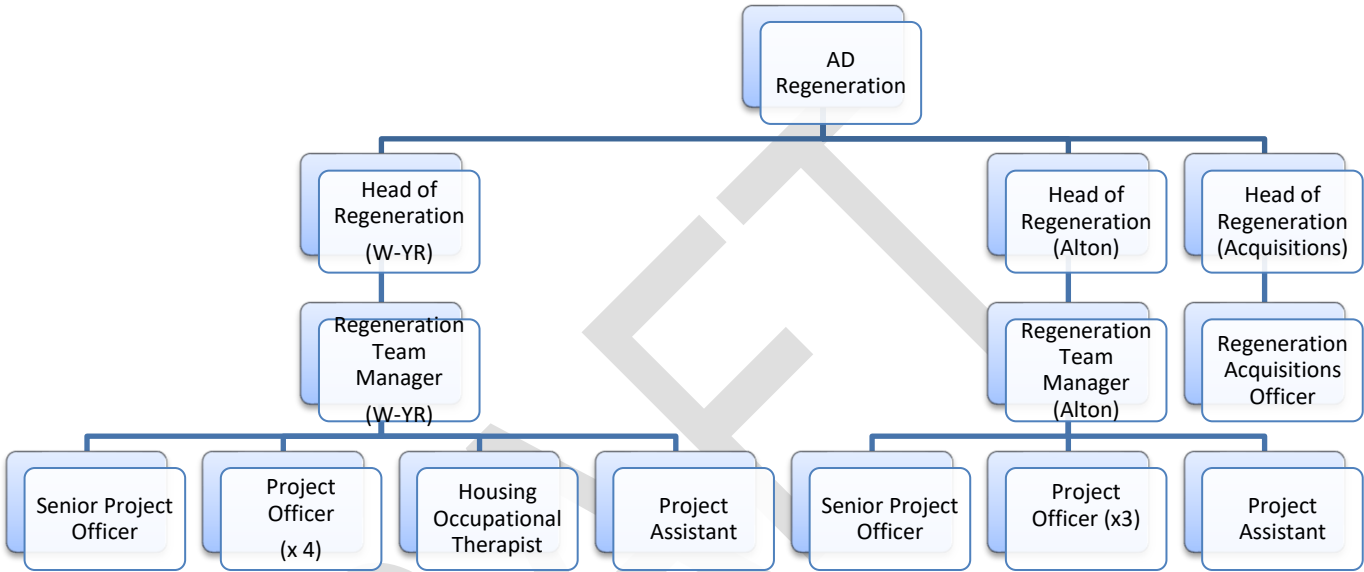
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- To advise and support managers on relevant matters affecting the service.
- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
- To contribute as required to change programmes within the service.
- To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.
- To contribute as required to the commissioning, market testing and contract management of services.
- To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.



Current team structure





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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focusing on residents and service users, and ensuring they receive the highest standards of service provision.
- taking a team approach that values collaboration and partnership working

| Requirements | Assessed by A & I/ T/ C |
|---|-------------------------|
| Knowledge | |
| Knowledge of the valuation of residential property | |
| Knowledge of Compulsory Purchase legislation provisions for assessment of compensation for acquisition of residential property. | |
| Experience | |
| Experience of acquisitions and buy backs in the context of multiple complex regeneration programmes. | |



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| Experience of successfully delivering buyback/decant programmes for a Council or a social housing provider | |
| Strong organisational and planning skills with proven ability to work under pressure and to tight deadlines. | |
| Experience of appointing and managing consultants. | |
| Experience of effective communication with residents and other stakeholders. | |
| Experience of successful financial and budget management of projects in a public sector environment. Experience of placing/raising orders checking and processing invoices and producing financial and budgetary reports. | |
| Skills | |
| Strong influencing, advocacy and negotiation skills. | |
| Excellent interpersonal, communication and presentation skills. Comfortable dealing with a range of people including residents, technical officers and senior managers. | |
| Be able to use CAD and/or GIS applications for preparation of plans for disposals of all or parts of residential properties. Excellent Excel, MS project, Power point and Outlook skills. | |
| Ability to use initiative and apply analytical thinking | |
| Ability to prioritise case work and manage time effectively with a disciplined and methodical approach to ensuring all necessary tasks and issues are addressed. | |
| Qualifications | |
| Be educated to degree level in a property, housing or planning field. | |