

**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Senior Strategic Officer – Residential Developments |
| Salary: | £52,805 to £ 56,070 |
| Grade: | 14 |
| Hours: | 37 hours    *We are open to discussions about flexible working*. |
| Team: | Property and Assets - Estates |
| Service Area: | Residential Assets & Investments |
| Primary Location: | County Hall, Oxford    *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | Yes |
| Responsible to: | Operational Manager – Residential Assets & Investment |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

The Senior Strategic Officer – Residential Developments will support the asset management function for Oxfordshire County Council (OCC), ensuring the effective acquisition and development works programme for OCC-owned and third-party residential assets in the County. As property development lead, you will play a crucial role in driving the success of all acquisitions, developments and disposals in our specialist residential property portfolio. Your primary objective will be to leverage your initiative and expertise to deliver high-quality developments for people with a learning disability and/or Autism or Mental Health that meet our strategic goals. You will be responsible for overseeing the entire development process, from initial concept, identifying suitable property or land for acquisition, through to completion, ensuring that projects are delivered on time, within budget, and to the highest standards. You will be responsible for delivering strategic objectives, maintaining high standards of accommodation, and streamlining processes through the adoption of centralised systems and automation. The role will also support housing standards, manage partnerships with developers and landlords, and collaborate with commissioning colleagues to improve housing models across Oxfordshire.

This is a pivotal role within OCC at an exciting time for the organisation. Your success here will directly and positively impact the lives of some of the most vulnerable people in Oxfordshire. This role requires a proactive and dynamic individual who can navigate complex challenges and deliver exceptional results. You will be tenacious, with a relentless drive to get things done, pushing through obstacles when necessary to achieve results. You will approach challenges with creative problem-solving, seeing opportunities where others see roadblocks. Tech-savvy and naturally curious, you’ll leverage systems and digital tools to streamline processes and improve outcomes. With attention to processes and an eye for detail you’ll ensure nothing slips through the cracks within a multi-agency approach to service mobilisation. Self-driven and independent, you know what needs to be done and deliver without needing to be asked or reminded. You’ll bring a deep understanding of property development ideally from within a housing association background with direct experience of specialist supported housing, ensuring simultaneous complex development programmes run smoothly. With an innate savvy and sharp instincts, you’ll navigate complexities effortlessly, making sure that the work is not just done, but done well.

We support our organisation, local people and partners to look forward, using analysis and evidence to inform plans, manage risks appropriately, apply insight and develop the market to enable the right services for our local people. We drive change so people receive the right service for their need while ensuring the best possible value is achieved, being flexible to allow for different circumstances and applying our specialisms. We learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

## Job Responsibilities

**Acquisitions & Disposals**

* Acquire property based on brief from operations lead including negotiation, legals & conveyancing & completion
* Dispose of properties based on briefs from operations lead

**Development Management**

* Produce development briefs and scopes of works in partnership with occupational therapist and social workers for new developments & planned adaptations
* Oversee end to end process of developing new and existing property including planning permission/CoU applications, compliance
* All buildings are to be handed over to operational teams fully compliant, fully snagged and furnished/finished appropriately
* In partnership with Ops teams, develop and deliver handover process on completed assets.
* Lead on DFG applications where appropriate in partnership with District Councils
* Develop Partnerships with District Council DFG teams

**Financial Reporting & Oversight**

* Lead on IBC submission for all financial projects
* Deliver comprehensive project plans for ops teams
* Manage budgets for all acquisitions, developments, furniture & finishings including specialist equipment.
* Management of Development Budget
* Delivery of projects on time and on budget.
* Reporting on all schemes against projected costs.

**Repairs & Maintenance Handover**

* Produce, manage and direct cyclical R&M plan for OCC direct managed (DM) assets.
* Oversee and direct all reactive repairs
* Produce OCC asset standards policy in line with RSH and NHF standards
* Ensure compliance across OCC DM portfolio
* Design & deliver EPC upgrade plan to national requirement for all OCC owned assets
* Manage budgets for IHM perishables including white goods, furniture etc.
* In partnership with Ops build into data system method for capturing costs for annual rent reviews
* Draft and deliver decarbonisation plan for all OCC owned assets

**Partnership Strategy & Contract Management**

* Lead and develop relationships with 3P contractor and in house maintenance teams
* Oversee and execute developer contracts & JCTs for Minor Works
* Lead tender process and/or RFQs as required
* Develop off-market relationships with property sourcers & agents
* Manage all contractor, surveyor, architect and other professional relationships and review all Contractor DD annually to ensure standards met.
* Manage open tender process for Residential Assets team
* Develop and manage contracts and contractors for Intensive Housing Management (IHM)

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

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Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| **Essential Criteria** | **Assessed By:** |
| A degree level or equivalent qualification or relevant professional experience commensurate with the role | A, I |
| Broad knowledge of all relevant housing legislation, regulations, and standards (e.g., Decent Homes Standard, HHSRS, and RSH requirements). Understanding of specific property compliance requirements, schedules and risks. | I |
| Experience developing specialist supported housing, including negotiating purchase, overseeing conveyancing and handover to operational colleagues. | I |
| Direct experience working in a Housing Association with clients with PMLD and/or Autism with an in depth understanding of the processes of property requirements and multi-agency working towards property mobilisation. | A, I |
| Enhanced understanding of Housing Benefit legislation and regulations, experience in and demonstrable knowledge of completing rent settings and rent testing for exempt accommodation, with a working knowledge of how Housing Benefit teams operate. | A, I, T |
| Experience of designing and developing housing schemes which deliver positive outcomes, quality, value and innovation. Knowledge of construction methods, materials, techniques, design principles and site sensitivities for complex clients. | A, I |
| Experience of collaborative approaches to Partnership working including the capacity to build and develop commercial relationships. | A, I |
| Demonstrable experience of leading process improvements and introducing effective change. | A, I |
| Demonstrated ability to develop, implement, and optimise workflows and operational processes with experience automating processes to improve efficiency and reduce administrative burdens. | I |
| Proficient in using IT management systems and tools for data management and reporting. Competent in working with digital tools and systems to streamline operations and reporting. | I |
| Strong skills in data analysis and reporting, including experience creating dashboards and performance reports, with the ability to interpret data to drive decision-making and strategic planning. | A, I |
| Strong financial acumen and deep numeric literacy | A, I |
| Proven ability to solve complex problems creatively and effectively with a track record of developing innovative solutions to operational challenges. Experience working independently and taking ownership of tasks, with minimal supervision. Ability to lead by example, drive projects forward, and ensure accountability. | I |
| Excellent communication skills, with the ability to engage effectively with colleagues, contractors, and external partners. Experience managing relationships and collaborating across teams to achieve shared goals. | I |
| Good understanding of the legislative frameworks for safeguarding vulnerable adults and children and broad knowledge of key legislation in relation to adults and/or children’s services. | A, I |
| Excellent verbal and written communication skills with the ability to build strong relationships and work collaboratively in with a wide range of stakeholders, including leading and managing difficult conversations. The ability to work with senior officers, health leaders and elected members as required. | A, I |

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| **Desirable Criteria** | **Assessed By:** |
| Experience of developing learning disability / autism and / or mental health complex needs accommodation both refurbishments and new builds | A, I |
| Experience of joint commissioning and collaborative working across multiple organisations, including Health and other public sector partners. | A, I |
| Good knowledge of the broad health, education and social care strategic landscape, including legislation, regulations, government guidance and policies. | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here Pre-employment checks

Additional pre-employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred  List | ☐ | Enhanced Disclosure and Barring Service check without an Adult/Children’s barred list  check |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s Barred List | ☐ | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check | ☐ | Basic Disclosure |
| ☐ | Disqualification for Caring for Children (Education) | ☐ | Overseas Criminal Record Checks |
| ☐ | Prohibition from Teaching | ☐ | Professional Registration |
| ☐ | Non police personnel vetting | ☐ | Disqualification from Caring |
| ☐ | Other (please specify): |  | |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the postholder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| --- | --- | --- | --- |
| ☐ | Provision of personal care on a regular basis | ☐ | Driving HGV or LGV for work |
| ☐ | Regular manual handling (which includes assisting, manoeuvring, pushing and  pulling) of people (including pupils) or objects | ☐ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving  own private vehicle or a council vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis | ☐ | Restricted postural change – prolonged standing |
| ☐ | Night work | ☐ | Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ | Rotating shift work | ☐ | Manual cleaning/ domestic duties |
| ☐ | Working on/ or near a road | ☐ | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | ☐ | Working with challenging behaviours |
| ☐ | Continual telephone use (call centres) | ☐ | Regular work with skin irritants/ allergens |
| ☐ | Work requiring hearing protection (exposure to noise above action levels) | ☐ | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| ☐ | Work requiring respirators or masks | ☐ | Work with vibrating tools/ machinery |
| ☐ | Work involving food handling | ☐ | Work with waste, refuse |
| ☐ | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |
| ☐ | Other (please specify): | | |

