

Job Description

Job title	Acquisitions Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	HRA Property Services
Range	Range 5
Reports to	HRA Development Manager

Main purpose of the job:

The post holder will support Medway Council's delivery target of acquiring over 150 homes for use as Temporary Accommodation, as well as new build acquisitions, market purchases and buy-backs to help meet the HRA's target of growing our housing stock by 1% year on year. The post holder will:

- Proactively help with identifying potential open market and new build acquisition opportunities.
- Support the HRA Development Manager in delivering the Council's HRA housing development programme and projects.
- Liaise with developers where sites are under construction.
- Ensure the successful handover of completed homes.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- Take responsibility for the inspection of sites under construction, checking compliance-related matters and specifications to ensure turn-key projects are delivered on time, on budget and ready to let.
- Co-ordinate the acquisition and market purchase process from start to finish including the review of cash flow/viability models, the instruction of valuations and surveys, and obtaining the necessary internal approvals.
- Regularly attend site meetings with developers and employers' agents, working with internal and external partners and providing regular updates to the HRA Development Manager and Head of HRA Property & Development as required.
- Lead on the 'snagging' process for new builds.

- Co-ordinate and set up an effective defects procedure for new builds.
- Liaise and work closely with legal, compliance, tenancy, and other colleagues to ensure all necessary procedures are followed and homes delivered in a timely manner.
- Act as an ambassador with agents and developers to encourage further opportunities for the Council to intervene in the market and unlock site delivery.
- Assist with the drafting of briefing reports, business cases and feasibility studies for developments in the Council's pipeline.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the HRA Development Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- Suitable professional qualification in development/housing/construction or membership of a professional body would be an advantage.
 - Educated to degree level or equivalent or with the ability to demonstrate significant experience.
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Knowledge

- Understanding of the regulations affecting the housing sector and wider legislative changes affecting local government.
 - Qualified RICS or experience of surveying (desirable not essential)
 - Knowledge of building processes.
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Experience

- Experience of working in a proactive Local Housing Authority, Registered Provider or similar environment.
- Experience of project managing.
- Experience within the housing development industry.

Experience of adapting to ever-changing priorities and working in a dynamic environment.

Skills

- Excellent understanding of stakeholder engagement to ensure successful project outcomes for all parties involved.
- Excellent communications skills both orally and in writing and the ability to communicate to a range of individuals and stakeholder groups.
- First class organisational skills.

Ability to resolve impasses and proactively unblock barriers to project delivery through negotiation and persuasion.

Adept in the use of various IT software packages, in particular MS Excel.