

Job Description and Person Specification



Apprentice Surveyor

Department	Development
Reports To	Development Manager
Grade	Analyst
Location	Multiple
JD Reference	E1502
Post Reference	E1502
Direct Reports	none
Budget Managed	none

Job purpose

Homes England is working towards becoming a mission-based organisation. The key principles for achieving this are:

- Agile ways of working.
- Teams working in a multidisciplinary way.
- Collaboration across Agency departments, particularly Markets, Places and Partners, Investment and others.
- A Single Pipeline and associated process for identifying opportunities to deliver homes

This role is to support the National & Regional Development Team to acquire, de-risk, develop and dispose of land assets to meet government targets and policy ambitions including increased housing supply and home ownership. Working in cross functional, and agile, multidisciplinary teams to support the delivery of a pipeline of sites whilst working to qualify as a Chartered Surveyor. This role is to support the National & Regional Development Team to acquire, de-risk, develop and dispose of land assets to meet government targets and policy ambitions including increased housing supply and home ownership. Working in cross functional, and agile, multidisciplinary teams to support the delivery of a pipeline of sites whilst working to qualify as a Chartered Surveyor.

Key relationships

Specialists across Homes England with particular reference to those based within the local project/programme teams. Across multiple functions within the Agency – particularly collaborating with colleagues in MPP, Finance, Legal and Investment. Individuals from external organisations, for example, property agents, Local Authorities. Professional bodies such as the RICS

Key accountabilities and responsibilities

1. To support the achievement of annual delivery targets as directed in the local Business Plan and the identification, acquisition, de-risking and disposal of a pipeline of future investment opportunities and public sector land assets.

2. To support the delivery of Homes England Investment programmes such as Local Authority Accelerated Construction and the Housing Infrastructure Fund
3. To assist with the estate management of sites in Homes England ownership
4. The collection and recording of land and property information from site visits and other sources exceeded, to assist with feasibility and viability studies using collected data and to collect and analyse market data
5. To use established project management techniques and processes to deliver results
6. To assist with preparing tender briefs and procurement of consultants and contractors
7. To evaluate and test viability appraisals and peer review Valuation Reports
8. To undertake training and Continual Professional Development activities to support qualification as a Chartered Surveyor; sharing best practice with colleagues
9. To ensure that risk management is embedded in all aspects of delivery and reporting, and all managed assets and resources are appropriately safeguarded and utilised

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

Key skills and knowledge

1. A keen interest in and awareness of the principles of land and property surveying
2. An awareness of current Government priorities for housing in England
3. Experience of using Microsoft Windows & Office
4. Non-vocational experience such as voluntary work or work experience will be an advantage
5. Minimum of 3 A2 levels at Grade C or above or their equivalent; or A level 3 apprenticeship in a construction or property related discipline

Key competencies

1. Analysis and Planning: Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise. Works quickly and accurately through the planning and prioritising of own workload.
2. Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.
3. Creative Thinker: Challenging the conventional way of doing things. Generates new ideas and commercial solutions in order to improve performance and delivery.

Key performance measures

1. Outcome: A confident surveying professional who can provide a sound surveying support role.
2. Qualifications: The Chartered Surveyor will achieve a degree in Surveying and full chartered membership of the RICS.
3. Link to professional registration: The postholder will become a chartered Member of the Royal Institution of Chartered Surveyors (MRICS).

Values and key behaviours

1. Ambitious: Focuses on goals and targets. Achieves results through a positive approach.
2. Collaborative: Working together to get things done
3. Learning: Always doing better, share what we know and admit our mistakes

Homes England values	
Role model and live our values and behaviours in everything you do and celebrate successes through others	
Core Values	Key Behaviours
Ambitious	We always strive for more and believe in better.
Collaborative	We work together to get things done.
Commercial	We are professionals who achieve value for money.
Creative	We're always thinking up new ideas and disrupting the status quo.
Diverse	We value everybody as an individual, and in their thoughts and ideas.
Learning	We can always do better, share what we know, and admit our mistakes.

Job Description and Person Specification



Land and Development Graduate

Department	Development
Reports To	Development Manager
Grade	Analyst
Location	Multiple
JD Reference	E1453
Post Reference	E1458, E1459, E1476, E1706, E1503, E1521, E1453, E1712
Direct Reports	0
Budget Managed	N/A

Job purpose

Homes England is working towards becoming a mission-based organisation. The key principles for achieving this are:

- Agile ways of working.
- Teams working in a multidisciplinary way.
- Collaboration across Agency departments, particularly Markets, Partners and Places (MPP), Investment and others.
- A Single Pipeline and associated process for identifying opportunities to delivering homes.

You will build your land based commercial and business skills through on the job learning and practical work experience. This will include significant experience of the land function with involvement across the land cycle of acquisition, planning and de-risking, disposal and post-contract activity.

You will take on increasing responsibility for supporting project activity as well as engage in opportunities to understand different roles within the Land Directorate to maximise your understanding of the role we carry out.

Key relationships

You will work closely with colleagues in your assigned team, the Land Directorate and other teams

Key project contacts in local authorities, house builders, land and property agents, legal firms and other professional service support.

Key accountabilities and responsibilities

1. Identifying sites throughout the region with residential development potential
2. Negotiating terms for the purchase of identified sites with landowners and agents

3. Preparing de-risking strategies (e.g. securing planning, carrying out demolition works, delivering infrastructure, etc.) aimed at making them development-ready for developers
4. Creating a business case to Homes England's Senior Leadership Team to secure funds associated with the acquisition and de-risking works
5. Managing solicitors to put in place the contract the acquisition and tracking their progress
6. Following the completion of de-risking works, devising creative disposal strategies for the sites which seek to promote the development of sites at pace
7. Managing competitive developer procurement exercises based on the agreed site disposal strategy
8. Proactively engaging with corporate colleagues to support the organisation's wider business aims – including performance management, financial management, risk management, business planning, etc
9. Representing Homes England where directed, and to advocate the organisation's role in driving up housing supply, increasing home ownership and supporting devolution and local growth
10. Ensuring that all managed assets and resources are appropriately safeguarded and utilised and risk management is embedded in all aspects of delivery and reporting

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

Key skills and knowledge

1. Excellent communication, negotiation and organisational skills
2. Good IT skills including Word, Excel and Access
3. Team orientated
4. Results focused
5. Project Management skills

Key competencies

1. Strategic Thinker - considers and understands own role and contribution in delivering Homes England priorities and the bigger picture
2. Analysis and Planning
Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise. Works quickly and accurately through the planning and prioritising of own workload.
3. Communication
Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.

Key performance measures

1. Demonstrate increased understanding of land business processes and commercial judgement.
2. Meet project milestones to time and budget.
3. Meet agreed KPI's.
4. Ensure effective relationships are created with internal and external colleagues.

5. Meet learning and development plan objectives.

Values and key behaviours

1. Ambitious – A determination to accomplish the key Directorate KPIs through a process that demands hard work and passion including a willingness to upset the status quo if necessary
2. Collaborative – We are one team. Setting an example for colleagues on achieving excellence through teamwork

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HOMES ENGLAND ROLE PROFILE

ROLE	Cyber Security Apprentice	DIRECTORATE	Corporate Services
REPORTS TO	Head of Information Security	SECTION	Digital
POST REFERENCE		GRADE	

PURPOSE OF THE ROLE

From April 2018, Homes England has set out on a journey to transform the way we use technology to enable our transition into a 21st century government agency.

To support this transition, Homes England partnered with consultancies to provide additional capacity and capability for an initial one-year period. Our ambition is to enable a fundamental change in the way that the digital agenda is conceived and delivered within the agency.

Our ambitions consider digital delivery from two positions – ensuring Homes England has a strong basic infrastructure supported by good governance; and how we use digital to become a genuinely modern, agile and effective driver in the housing market.

We are now seeking to develop and grow the internal capacity to support and embed this work as the agency embarks on the next significant phase of transformation.

THE ROLE

This role is full time and will be based in Gateshead, with occasional travel to our other offices as and when required.

ABOUT YOU

As a member of the Information Security Team will be responsible for supporting the controls and tools that ensure that the Information Security Management System and its controls are implemented and remain effective within Homes England. This is paramount to help deliver the Vision, Strategy and, Transformation within a secure environment.

You will monitor, maintain and report as required a safe and assured Information Security infrastructure that delivers the foundations for all digital services that support Homes England mission, values and objectives in collaboration with senior management, and multi-disciplinary teams.

Reporting to the Head of Information Security you will provide assurance, reporting, and capabilities required to ensure successful operation of security frameworks. You will represent the technology function and act as an escalation point as required for wider Digital and business stakeholders.

EXPERIENCE

- Knowledge of working within and maintaining controls within an ISO27001 environment
- Reacting to Information Security incidents and providing advice

- Working knowledge of Information Security controls
- Support of Information Security supplier, service review and performance experience and skills
- Proven awareness of GDS and other Government principles and codes of practise to support the product management technical capability and digital delivery.
- Capable of working to timescales
- Able to perform and report ISO27001/Compliance and Security audits
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KEY RESPONSIBILITIES

- Working as an Information Security Officer you will be a technical resource within a team of Digital security professionals who, implement, manage and support the Homes England Information Security Management System.
- Deliver agreed service improvements to enhance the performance of the security function
- Support the Head of Information Security and the organisation to deliver the business continuity and disaster recovery strategy in collaboration with business teams
- Able to support and understand future technology changes that present opportunities for the Digital strategy.
- Contribute as requested and provide information and performance indicators in support of reports on all Information Security controls and measures for Directors Group, Annual Risk Committee and MHCLG.
- Assist in the collation of 3rd party Security assessments
- Assist in Information Security support to architecture and project workstreams as requested
- Provide evidence and reports in support of accreditation of agreed appropriate Digital Solutions across Homes England.
- Perform and Report Vulnerability assessments and support Information Security incident management
- Review and follow new and existing controls and policies are aligned to requirements
- Perform and report regular ISO27001/Compliance and Security audits

SKILLS

- Good communicator at multiple levels and across multiple disciplines
- Ability to learn aspects and controls used within Cyber Security via structured learning and apply this knowledge in the workplace.
- Knowledge of Public sector organisations and an understanding the priorities and nature of the security controls and services provided.
- Personal credibility and an ability to represent Information Security across the organisation
- Ability to understand, analyse and report a variety of preferences and approaches to Information Security.
- Ability to maintain a high degree of confidentiality.
- Has lateral thinking capability to provide data and reporting to assist in problem analysis with Team members and diagnose root causes.

Qualifications (academic and professional, knowledge, skills and experience required to do the job)

- Higher level education in Information Technology and/or appropriate professional membership/technical qualifications
- Desirable Information Technology qualification including aspects of Information Security or excellent awareness/practise in Information Security

Working Relationships and Contacts

Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with

- Build up strong relationships with key stakeholders across the functions including MHCLG as requested
- Provide reports in support of Digital Technology Management boards to provide clear communication across the organisation on the progress on delivering the transformation solutions
- Regular liaison across wider Digital to ensure all areas align with the new operating model
- Build up key relationships with our internal stakeholders
- Support Team members build relationships with a range of suppliers, partners, vendors and subject matter experts to inform strategy

Homes England Competency Framework & Values

The following define the Homes England Competency Framework applicable to all staff at Homes England, please refer to the framework to understand the Effective Behaviours which underpin this role.

Strategic Thinker

- Identifies ways to contribute to business plans.

Creative Thinker

- Supports and proactively works to improve the status quo.

Analysis and Planning

- Uses appropriate techniques to ensure delivery of complex programme's/projects.

Leadership

- Proactively seeks opportunity to enhance and improve own knowledge and behaviours.

Networking and Influencing

- Builds relationships at all levels through trust and respects.

Communication

- Cascades information frequently, accurately, and in a timely manner, engaging staff in the process.

Focus on results

- Offers to support colleagues proactively to ensure team goals are met.

Our Values:

- Ambitious – We always strive for more and believe in better.
- Creative – We're always thinking up new ideas and disrupting the status quo.
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Job Description and Person Specification



Accounts Payable Officer

Department	Finance
Reports To	Procure to Pay Manager
Grade	Analyst
Location	Gateshead
JD Reference	N/A
Post Reference	5F0017
Direct Reports	None
Budget Managed	None

Job purpose

The post holder will assist with delivering an effective accounts payable function. Ensuring all invoices and payments are recorded accurately and promptly and compliant with internal controls. This is a key role to ensure the effective and efficient running of the accounts payable department. The finance department in Homes England supports the wider business to ensure it operates in line with Homes England values and supports its suppliers, as such this role will look to support and advise colleagues across the organisation.

Key relationships

- Liaise with internal stakeholders, including Programme Support Teams and other colleagues.
- Close working with P2P (Procure to Pay) Manager to ensure prompt payment of all invoices and accurate filing.
- Work with other corporate services colleagues to ensure consistency and efficiency.
- Maintain good working relationships with suppliers and solicitors.

Key accountabilities and responsibilities

1. Scanning and validating large volumes of purchase invoices, collating into batches and ensuring they are checked and any errors reported.
2. Processing daily payment runs for multiple ledgers, balancing off ledgers to ensure accuracy of payment runs.
3. Full reconciliation of supplier statements for a range of suppliers and validating their details at the onset of a new account.
4. Proactively monitor any invoices not processed promptly for payment, addressing any issues.
5. Offer support/ guidance to Operating Areas in relation to any element of the purchasing and payment process, effectively assisting and supporting colleagues within the team and across Homes England as required.

6. Validate Purchase Order Requisition data and raise Purchase Orders using eFinancials (the organisations' financial system).
7. Allocate bank transactions within eFinancials, reconciling accounts on a weekly/monthly basis.
8. Create Goods Receipt/ Return Notes.
9. Reconcile and submit monthly HMRC (Her Majesty's Customs and Excise) Construction Industry Returns.
10. Responding to queries and requests for reports and information from stakeholders across the organisation.

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

Key skills and knowledge

1. As this role is part of the finance department and will liaise with a range of stakeholders across the organisation, the requirement is that the post holder will have 5 GCSE's including Maths and English or hold a similar level of qualification.
2. The individual would be expected to be able to demonstrate very good organisational skills and have the ability to work with minimum supervision and excellent attention to detail.
3. The successful applicant will be confident in prioritising workloads to meet change in work demands and have the ability to respond to queries from suppliers in a courteous and professional manner.
4. If the individual had experience in accounts payable, in processing purchase invoices, daily payment runs, this would enhance their application.
5. In addition, excellent Excel skills and the ability to extract data from multiple sources would be of interest.

Key competencies

1. Accuracy and prompt response to accounts payable workload.
2. The ability to support and guide colleagues.
3. Efficient and effective in volume processing.

Key performance measures

1. This role is measured on processing data and information accurately and with minimum error rates.
2. The 'how' the role is around the courteous and supportive nature of the individual and how they resolve queries.
3. The volume of data is also an important measurable (whilst still maintaining accuracy).

Values and key behaviours

1. Learning - this role is a learning one, the individual would always be looking at ways to do things better, more efficiently and more accurately and then sharing this knowledge and expertise as it is developed.
2. Collaborative - there is a real team atmosphere at Homes England and this role is key to delivering inside and outside of that team, working together to develop and deliver best practice.

3. Creative - we are always open to new ideas and this individual will be interested in bringing these ideas to the organisation to the greater good.

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