

Business Planning Officer – Delivery

Level:	Grade 8
Team:	Investment – Development
Line Manager:	Senior Project Officer

About the Job

- Have responsibility for contributing to the development and delivery of Vico Homes' Development Strategic Plans and all reports and reporting tools related to that of a wider remit. Enabling the different teams within Development to work together in a cohesive and effective manner to achieve team, directorate and business objectives.
- While supporting the identification and generation of efficiencies through the introduction of new ways of working and opportunities provided through more effective use of IT and the implementation of continuous improvement practices.

You'll be trusted to

- Effectively analyse and benchmark management information.
- Be fully aware of appropriate legislation and statutory requirements.
- Continually seek opportunities to introduce new working practices that generate efficiencies.
- Contribute to the development and assist with the delivery of customer service excellence across all aspects of the service.
- Review performance targets and revise priorities within the team plans.
- Review KPI's ensuring these are tangible and implement quality measures to drive performance and enable effective challenge.
- Support Development teams with data analysis and a reporting function to aid development of future investment programmes across Vico Homes' portfolio.
- Assist Development teams in producing statistical, financial and performance information relating to the capital investment programme.
- Identifying areas for process improvements propose new initiatives within data management, reporting and the administrative function and advise senior management with suggested changes to aid in the development of future investment programmes.
- Assist in providing insight, clarity and integrity of data, translate this into meaningful information, providing reports in a simple and meaningful way which are understandable to all areas of the business.

- Assist in the set up and development of templates, methodologies in a change/transformation environment to allow continual development of Development functions.
- Establish links and develop partnerships with external agencies and identify new business opportunities.
- Undertake specific project management initiatives as required, relating to policy or service development initiatives.
- Prepare written and statistical reports for the management team, VET, investment and funding committee and board, compliance and assurance committee, as well as any other board or committee as required.
- Be responsible for the production and quality management of corporate documents in line with the corporate style guide.
- Use designated performance management systems to meet the corporate and service requirements.
- Deal appropriately with all complaints and representations in accordance with the organisation's complaints procedures.
- Contribute to the setting of targets for the service and monitor performance to achieve continuous service excellence, providing information and reports as required.
- Be responsible for preparing and developing the appropriate service strategies, through consultation with relevant stakeholders.
- Maximise opportunities through partnership working with relevant community stakeholders.
- Participate in multi-agency forums and promote sustainable communities.
- Contribute to the financial planning and budgetary strategies in order to maximise income and maintain viability.
- Develop individual team members through training and support to enable them to deliver a high-quality service.
- Any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

Who you'll work with:

Internal: All colleagues within Vico Homes

External: Wakefield Council, Consultants, Regulator of Social Housing, Contractors, Residents and Tenants

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal skill characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A Qualification at Level 4 of the Qualifications and Credit Framework, such as HNC, Award, Certificate or Diploma at level 4 or equivalent	✓		AF/CQ
Evidence of effective communications with stakeholders, managers and employees	✓		AF/I
Evidence of a customer focused approach to service users	✓		AF/I
Evidence of budget management, having regard for priorities and tight financial limits	✓		AF/I
Evidence of setting and achieving performance targets	✓		AF/I
Evidence of managing complex data sets and drawing conclusions, reporting on these and delivering findings to stakeholders	✓		AF/I
Experience of managing and monitoring business risk including making recommendations	✓		AF/I
Knowledge and practical experience of using IT programmes (such as MS Excel) as analytical and management tools	✓		AF/I
Knowledge and experience of working with systems to analyse data and produce reports on findings	✓		AF/I
Have business planning and project management skills	✓		AF/I
A detailed knowledge of the business planning process	✓		AF/I
An understanding of and the ability to apply the appropriate legislation, policies and procedures for delivery of the Asset and Compliance Strategic Plans and all parts of Assets Directorate	✓		AF/I
An understanding of the methods of engaging with stakeholders and an ability to interpret stakeholder requirements in developing the Business Plan	✓		AF/I
Have effective leadership skills, using communication, negotiation and motivation	✓		AF/I
Good time management and organisational skills	✓		AF/I

Clear presentation skills	✓		AF/I
Innovatively interpret and manipulate large data sets with minimum supervision. To create intelligent reports to enable future challenge	✓		AF/I
Self-motivated and able to respond effectively when under pressure to meet appropriate deadlines in a performance-orientated culture	✓		AF/I
An enthusiastic person, who is flexible in approach and delivery to address the challenges facing a front-line service	✓		AF/I
Ability to prioritise projects and deliver to deadlines	✓		AF/I
The post holder may be required to attend out of hours meetings and participate in Vico Homes out of hours call out and emergency planning procedures	✓		AF/I
Experience in a business planning environment		✓	AF/I
Evidence of designing and delivering training initiatives		✓	AF/I
An awareness of financial systems		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:

