

Job Description

JOB TITLE: Head of Planning

JOB PURPOSE:

The incumbent is required to propose and implement sustainable urban practices for the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports to the General Manager – Construction Company Limited.
- Works closely with internal and external stakeholders.
- Manages staff assignments.

MAJOR DUTIES & RESPONSIBILITIES:

- Strategic & Transformational Role:
 - Develops and implements planning proposals for new housing developments in support of the Company's strategy to provide affordable housing, utilizing a holistic approach with specific focus on Design and Cost Optimization for Sustainability, Urban Regeneration and Climate Resilience.
- Operations Oversight Role:
 - Identify suitable lands for property development, spearhead and manage the Company's land acquisition process.
 - Conduct research and analysis and provides advice on economic, environmental and social factors that influence the design and construction of developments.

- Prepares feasibility studies and evaluates the risks and returns on property developments.
- Oversee the development of all land use design plans to ensure compliance with industry best practices and requirements of relevant national statutory bodies.
- Manage the process for acquiring statutory and regulatory approvals for property development.
- Conduct site visits with project team members and other stakeholders to ensure work is executed in accordance with approved standards and specifications.
- Develop and maintain company database, namely the Land Asset Register & Statutory Approvals Register
- Manage all Survey activities in accordance with industry and national statutory standards.
- Advise on assignment of human resources to project teams.
- Manage communications with internal and external stakeholders.
- Identify and manage risks, initiating interventions to address gaps or issues.
- Provide regular status/ progress reports to the General Manager.
- Represent the Company at public consultations and other fora as required.
- Perform any other related duties and responsibilities consistent with the job title/position.

Leadership/Relationship Role:

- Manage the Performance Management Systems and Annual Vacation for direct reports.
- Provide coaching, mentoring and propose relevant additional training for the continuous professional development of department employees.
- Prepare and submit monthly reports in accordance with the Company's requirements.
- Develop and manage department's/unit's budget in accordance with strategic and operational plans of the Company.

Corporate Service Responsibility/Public Trust/Compliance/Risk:

- Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
- Identifies operational and reputational risks and develops/implements mitigation measures to address issues identified.

REPORTING REQUIREMENTS:

- Monthly Reports
 - Asset Register
 - Statutory Approvals Register
 - Survey Reports
- Vacation Leave Roster
- Performance Management Systems for Reporting Employees
- Attendance and Punctuality
- Succession Planning
- Training Plan
- Policy and Procedure Reviews and Recommendations
- Departmental Key Performance Indicators (KPIs) with achievable objectives with established timelines.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Land Management (Valuation), Architecture, Land Use Planning, Urban Design; or equivalent qualification in a related discipline;
- Master's Degree in Urban Planning, Urban Design, City Planning or Land Use Development
- Seven (7) years in similar position with at least four (4) years managerial experience; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Extensive knowledge of all national statutory and regulatory agencies.
- Excellent Project Management skills, analytical and reasoning skills.
- Strong negotiation and problem solving skills.
- Ability to establish and maintain effective working relationships with stakeholders.
- Strong organizational skills.
- Ability to think strategically, plan ahead and make timely decisions.
- Ability to engage effectively with staff, customers and stakeholders.
- Ability to supervise and manage a team.
- Ability to work independently and with multi-disciplined and cross functional teams.
- Ability to complete numerous tasks within strict deadlines.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).
- Ability to produce reports and analysis for management.