

EXTERNAL VACANCY

TEAM LEAD – URBAN PLANNING

COMPANY: Housing Development Corporation

DIVISION: Estate Management Division

UNIT/DEPARTMENT: Operational Services Department

JOB PURPOSE:

- The incumbent is required to identify and assess suitable, recommend the most efficient economic utilization for housing and commercial purposes by the Trinidad and Tobago Housing Development Corporation (HDC).

WORKING RELATIONSHIPS:

- Reports to the designated Manager/Supervisor.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- **Strategic & Transformational Role:**
 - Provides general advice in sourcing, purchasing or leasing of land for property development to the Corporation and other stakeholders.
 - Conduct research and analysis and provide advice on economic, environmental and social factors that influence the design and construction of developments.
 - Prepares feasibility studies and evaluates the risks and returns of property developments.
- **Operations Oversight Role:**
 - Manages the Land Asset Register.
 - Manages the process for the acquisition of all statutory and regulatory approvals for property development.
 - Co-ordinates, manages and directs the work activities of reporting employees.
 - Develops and manages department's budget in accordance with strategic and operational plans of the Corporation.
 - Prepares and submits reports in accordance with project schedule and the Corporation's requirements.
 - Liaises with internal and external stakeholders; as required.
 - Performs any other related duties and responsibilities consistent with the job title/position.
- **Leadership/Relationship Role:**
 - Manages the Performance Management Systems and Annual Vacation for direct reports.
 - Provides coaching and mentoring to relevant employees of the department.
 - Develops and maintains effective working relationships with relevant stakeholders.
- **Corporate Service Responsibility/Public Trust/Compliance/Risk:**
 - Assesses the impact of proposed/existing Project Development and Construction legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.
 - Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
 - Identifies operational and reputational risks and develop/implement mitigation measures to address issues identified.

REPORTING REQUIREMENTS:

- Vacation Leave Roster
- Performance Appraisal
- Attendance and Punctuality
- Succession Planning
- Reward and Recognition
- Recruitment
- Employment Contracts
- Training Plan
- Policy and Procedure Reviews and Recommendations
- Unpaid Employee Obligations
- Employee Allowances Report

QUALIFICATIONS AND EXPERIENCE:

- Master's Degree in Urban Planning, Urban Design, City Planning or Land Use Development
- Bachelor's Degree in Land Management, Valuation, Architecture, Civil Engineering, Planning, Urban Design; or equivalent qualification in a related discipline;
- Ten (10) years in a similar position with at least five (5) years with supervisory experience in a similar position; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Extensive knowledge of statutory and regulatory requirements that govern the operations of state companies.
- Working knowledge of site plans, map production and related software.
- Ability to convey concepts and solutions to a multi-disciplinary team, stakeholders and higher authorities via oral presentations, written reports, maps and drawings.
- Ability to think strategically and critically.
- Ability to manage conflicting priorities and handle pressure.
- Ability to work in a diverse, dynamic environment.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to demonstrate leadership qualities.
- Ability to maintain confidentiality.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Excellent understanding of project management principles and applications.
- Effective problem-solving, time management, planning and organizational skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Proficient in AutoCAD or other design software.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

