

## Job description

<b>Job title:</b>	<b>Housing Strategy and Enabling Projects Manager</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£48,226 - £53,460 plus £729 London Weighting</b>
<b>Section:</b>	<b>Early Help and Communities</b>	<b>Grade:</b>	<b>BG-E 37 - 42</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work style:</b>	<b>Hybrid</b>

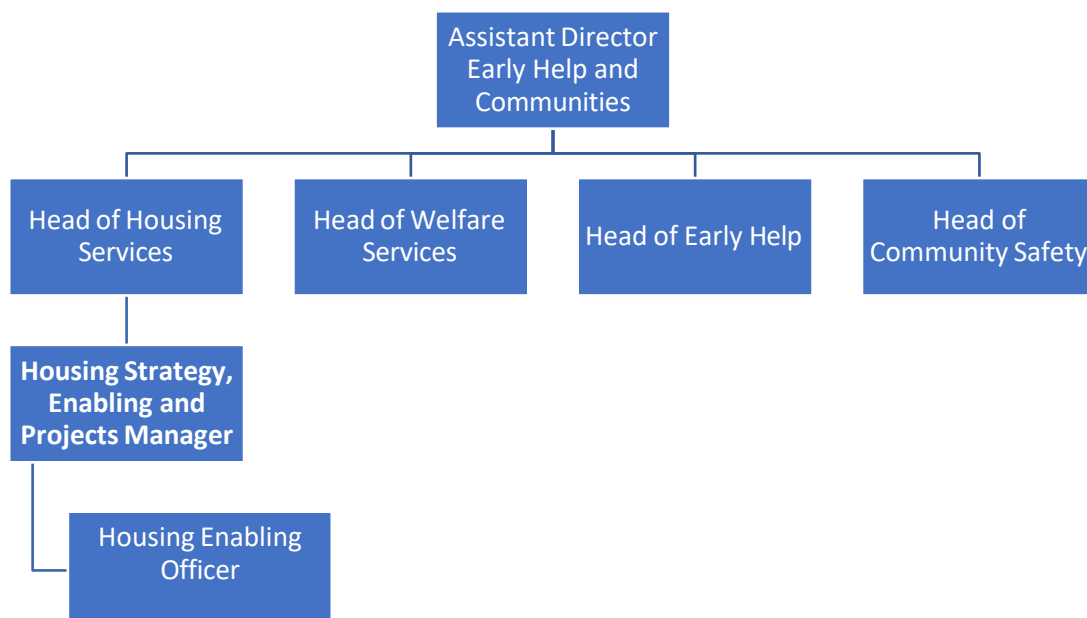
### Key objectives of the role

To ensure the delivery of high-quality strategic support for the Housing Service, and the development and enabling of new affordable housing to meet the identified needs and aspirations of the council:

- To be responsible for producing housing and related strategies, action plans and policies and to lead underpinning needs assessments, research and consultation. This may include leading or contributing to strategies to meet specialist or supported housing needs. To act as strategy and development adviser, providing assistance to the Head of Housing Services and Assistant Director Early Help and Communities to bring forward and evaluate strategic business delivery options.
- To enable new affordable housing to meet the identified needs and aspirations of the Council. This includes working with Planning Services, as well as direct negotiations with developers and registered providers. To play a key role in getting the best possible outcome for the delivery of affordable housing from S106 agreements through an understanding of viability assessments and working with our in-house legal team.
- To provide the key link between the Housing and Planning services and to input to planning policy and guidance, as well as appeals on policy compliance.
- To seek and secure innovative solutions to increase the delivery of housing across tenures, including for vulnerable groups, through joint work with partners, internal council teams, registered providers, developers, parish/neighbourhood councils and with local land owners and communities.
- To contribute to key council-wide regeneration and housing delivery projects.

## Designation of post and position within departmental structure

The post will report to the Head of Housing and may report to other Heads of Service for specific projects.



## Daily and monthly responsibilities

1. To lead or assist in commissioning research designed to ascertain the need and demand for different types of housing provision in the borough, including for specialist and supported accommodation, working with Commissioning Officers. This includes, but is not exclusive to, the following:
  - housing need studies of particular groups
  - Gypsy and Traveller Needs Assessments
  - Housing condition surveys
  - Gap analysis of specialist housing provision, such as accommodation with support or care for older people, those with disabilities and homeless households and safe accommodation for those fleeing domestic abuse
2. To lead on the development of policy and strategies designed to ensure that the need and demand for different types of housing in the borough is met.
3. To work in partnership with others to attract investment, identify opportunities and work to 'enable' the provision of housing designed to meet the need for different types of housing in the borough.
4. To work with a range of partners to identify and proactively seek out opportunities to support the delivery of market, affordable and specialist housing in the Borough. Such partners include, but are not exclusive to, the following: neighbouring authorities, registered providers; large housing developers; small house builders; private and public sector land owners; Homes England; Local Enterprise

Partnerships; commissioning bodies, such as Clinical Commissioning Groups and Health and Wellbeing Boards.

5. To manage a part-time Enabling Officer and to encourage their continued professional development.
6. To lead complex negotiations with housing developers, registered providers and other partners in order to secure the appropriate supply, level, mix and quality of affordable housing within new developments including reviewing and commenting on the affordable housing provision within s106 agreements, including those with project viability issues.
7. To work closely with internal colleagues to undertake work designed to support housing growth. This includes, but is not exclusive to, the following:
  - Bringing forward sites for development, including those in the council's control
  - Supporting colleagues in Planning in the determination of planning applications
  - Ensure that legal mechanisms used by the council to secure housing development (i.e. s106 agreements) suitably support the council's strategic housing function.
8. To maintain an up-to-date understanding and awareness of different available opportunities designed to support housing growth and the delivery of the council's Housing Strategy. To explore and promote these opportunities with key partners as a mean of supporting housing delivery.
9. To provide advice and briefings on changing legislation, national policy and initiatives and to support preparation to implement these as required.
10. To assist in and support the delivery of housing/specialist housing projects being developed by the council or associated delivery organisations. This may include identifying sources of funding and formulating bids, as well as contributing toward the development of partnerships and models designed to deliver new housing.
11. To play a key role in getting the best possible outcome for the delivery of affordable housing from s106 agreements through an understanding of viability assessments and working with our in-house legal team.

### Scope of role

- Accountable to the Assistant Director: Early Help and Communities.
- Budget responsibility – no direct budget but directing allocation of S106 commuted sums (currently £4m); making capital bids and overseeing capital projects; negotiating for new affordable housing in the borough and influencing resource allocation.
- Staff – 1 direct report.
- Reporting to the Head of Housing but working closely with the Assistant Director: Early Help and Communities.

- The central priority of this role is to deliver an effective housing strategy that provides more affordable and specialist homes to meet the housing needs of the borough, including older and vulnerable adults.
- Member of the Housing Management Team.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## Person specification

Key criteria	Essential	Desirable
<b>Skills and qualifications</b>	Experience within a local housing authority, registered provider, private sector consultancy, government agency or charitable body in a housing strategy or enabling role.	Experience of housing development preferably with a local authority or registered housing provider.  Relevant professional qualification or membership of a professional body such as the CIH.
<b>Competence summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of drafting housing strategies and carrying out or commissioning the underpinning research and analysis to inform these.</p> <p>A track record of leading and delivering projects in partnership to achieve outcomes within the housing sector.</p> <p>A current sound knowledge and understanding of the broad housing agenda, legislation, policy issues and trends.</p> <p>A sound understanding of housing development processes and planning policy and processes.</p> <p>Excellent written skills including producing formal reports and strategic documents.</p> <p>Excellent relationship management skills. Ability to identify key partners to deliver objectives.</p> <p>Ability to engage and communicate complex issues to a range of audiences and a strong negotiator.</p> <p>Strong problem solving and analytical skills.</p> <p>Experience of preparation of funding bids and ability to write persuasive bids.</p>	<p>Experience of financial management.</p> <p>Experience of multiple project management, including the appointment of and working with consultants, meeting deadlines.</p>

	<p>Strong IT skills including working knowledge of Word, Excel, Outlook, Teams.</p> <p>Ability to schedule workloads and to work to deadlines, particularly under pressure.</p>
<b>Work-related Personal Requirements</b>	Able to work independently and flexibly as part of a team.
<b>Other work requirements</b>	Requirement to work flexibly and potentially some evening/weekend working.
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

