

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Strategic Housing Officer**

Strategy and Enabling Service, Communities and Opportunities  
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

This role is critical and offers a unique opportunity to shape strategies and a policy framework and will be involved in a wide range of strategic and enabling activities.

You will help lead on, create, deliver and monitor the Council's Housing strategies and ensure that homelessness and housing delivery are core elements to other housing related strategies.

You will work with our internal planning and development teams and housing providers/developers to increase the delivery of new affordable homes to help meet the growing demand across West Northamptonshire. This will involve providing advice and negotiating the provision of new homes.

You will ensure there is up-to-date research and information to enable informed decision making related to affordable housing.

You will be key in furthering and developing partnerships with internal partners, delivery partners, developers, Registered Providers and other statutory and voluntary agencies in developing affordable housing, preventing homelessness to support the delivery of sustainable housing solutions across West Northamptonshire.

## **Accountable to:**

The role will report to the Strategy and Enabling Housing Service Manager. The role sits within the Housing Strategy and Enabling Team, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Actively contribute to the development and production of the Councils' housing related strategies
2. Identify, develop, consult and lead on the delivery of projects and initiatives to support the delivery of the Councils' Housing and Homelessness strategies and other documents, including (but not exhaustive)
  - Housing related planning policies,
  - New innovative delivery mechanism
  - Scope the need for housing related commissioned services
  - Monitor housing delivery and supply and maintain an up-to-date evidence base of housing needs to support future delivery and for reporting purposes
  - Property acquisition programme
  - Developing planning guidance for affordable housing,
  - Understanding, contributing and communicating the results of the housing evidence bases such as economic and needs assessment (HENa), and how the findings can be used to shape future policies and plan.
  - Write, review and support the implementation of housing policies
3. Develop and maintain our partnerships in relation to the strategic housing function by providing professional advice to corporate colleagues, Members, other local authority partners, Homes England, Registered providers, parish councils and the local community to ensure appropriate provision of affordable housing across West Northamptonshire.

4. To review, comment and provide advice on planning applications and proactively negotiate with housing developers, development agents and landowners to ensure continued delivery of affordable housing across West Northamptonshire that helps meet identified local housing needs and balancing the local housing market.
5. Deliver a high-quality acquisitions programme and achieve targets to procure properties in the private rented sector for the council to use for temporary accommodation, homelessness prevention, or discharging a housing duty.
6. Provide advice and guidance on financial viability appraisals on the provision of affordable housing and ensure robust legal agreements (e.g. S106 agreements) are in place and where needed optimise external funding by supporting the preparation and submission of funding applications to the Homes England and other providers of social housing which address identified needs.
7. To consult, carry out and analyse local housing need and market studies and where required input into neighbourhood plans in conjunction with parish and town councils. Utilise evidence bases to determine on a site by site basis affordable housing requirements or other identified housing needs arising from housing development proposals and communicate these with colleagues, members and the wider community and highlighting potential opportunities or challenges.
8. Ensure own knowledge of relevant national policy, housing legislation, statutory guidance, policy and practice is up to date. Anticipate the likely impact of new policy and legislation on the Councils, reviewing existing policies and prepare policy documents, presentations and reports recommending policy options for the most beneficial way the Councils should respond ensuring that housing proposals meet specific objectives.
9. Seek revenue and capital funding opportunities in order to ensure that the Councils and its partners are able to deliver on key strategically important objectives. The ability to prepare and submit bids.
10. Monitor and report on performance on the delivery of affordable housing across West Northamptonshire. Collect, prepare, analyse and interpret a variety of statistical information, data and housing information, for the purpose of performance monitoring, research and informing policy development. To include Government Office returns including the submission of the Local Authority Housing Statistics return, requests from external organisations, members of the public, and contributing to the return of other housing performance indicators.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to apply appropriate research and consultation methods and processes within a housing context including analysis and interpretation of quantitative and qualitative data and summarise findings effectively in a variety of formats.	Essential	A, I, P
Excellent communication (both verbally and in writing), negotiation and influencing skills at a senior level. Ability to compose strategies, briefings, letters, articles and reports that explain complex situations, concepts and legislation effectively and succinctly to a diverse range of audiences, including elected members, community groups and senior managers.	Essential	A, I, P
Sound marketing skills for developing and implementing new initiatives and partnerships, carrying out consultation exercises as required.	Essential	A, I, P
Proven ability to develop and maintain working relationships both within and outside of the organisation sharing information and ideas to produce positive outcomes.	Essential	A, I, P
Numeracy skills to a level required to maintain financial accounting systems, collate and present statistics clearly and prepare statistical returns	Essential	A, I
The ability to coordinate the production of funding bids to secure external resources that will help deliver strategic housing objectives.	Essential	A, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I, P
Ability to work cooperatively within a team and alone using own initiative and work to deadlines and be able to prioritise workloads	Essential	A,I
Project Management Skills	Desirable	A,I

Knowledge:	Essential / Desirable	Measured by
A current sound knowledge and understanding of housing legislation, policy issues and trends. An understanding of planning policy and processes	Essential	A, I, P
A working knowledge of the development process including the role of the local authority, register providers, the Homes and Communities agency	Desirable	A, I, P
Knowledge and understanding of using development economics toolkits to assess scheme viability	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Previous experience working within strategy, policy and/or development roles.	Essential	A, I, P

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Educated to degree level or equivalent qualification	Essential	A, D
Membership of the Chartered Institute of Housing	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

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<b>Job family &amp; salary band:</b>	WNC Band 8 Professional Support	<b>Worker type:</b>	Part-flexible
<b>People management responsibility:</b>	None	<b>Budget responsibility:</b>	None

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture."**

Should you require this document in another format or language, please  
contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

