

Job Description and Person Specification

Job details

Job title: Strategic Housing Officer

Grade: PS6 £37,035 - £39,513

Reports to: Strategic Housing Manager

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing – Strategic Housing

Purpose of the job

- To work in partnership with planners, legal services, housing associations, private developers, and other agencies to deliver the Council's statutory enabling and strategy functions to provide a range of affordable housing to meet identified needs and priorities across North Northamptonshire.
- To assist in the negotiation, management and delivery of section 106 agreements for affordable housing developments across North Northamptonshire ensuring maximum numbers of appropriate units of accommodation are secured.
- To contribute to the development, remodelling and regeneration of local neighbourhoods by working with partners to deliver new affordable housing.
- To collaborate with internal colleagues to influence the development of planning policy and planning delivery models and consulting on planning applications.
- Support all decisions with research, evidence and data around housing needs and demands.
- To contribute to the production and review of the Council's key documents, including the Housing Strategy and other strategic documents within the department.
- To deputise for the Senior Strategic Housing Officer, as required.

Principal responsibilities

1. To support affordable housing programmes, devising, determining and implementing new initiatives and delivery models to meet identified needs, and monitoring progress against targets.
2. To support on identifying and assessing local housing needs to inform, influence and determine housing development requirements, including interpretation and analysis of data such as the Census, the Strategic Housing Market Assessment, household incomes, etc.

3. To support on enabling the delivery of affordable housing developments in North Northamptonshire, including in the rural areas. At all times maximising the provision of affordable housing, liaising with internal colleagues and assisting with negotiations with developers and landowners to determine the appropriate number, size, mix and tenure of affordable housing on new developments.
4. To work in partnership with Registered Housing Providers, Homes England, Ward Councillors, Parish Councils, other strategic partners, and the private and voluntary sectors, to promote provision of quality, sustainable and affordable housing within North Northamptonshire.
5. Assist with providing specialist advice on affordable housing delivery and best practice to senior managers and external partners.
6. Assist with responses to planning application consultations in a timely manner ensuring affordable housing opportunities are maximised.
7. Assist with responses to government consultations on housing related issues.
8. Contribute to the review of Registered Provider bids to Homes England for the funding of affordable housing in North Northamptonshire, making recommendations to inform Homes England decision making. Ensuring available funding is put to best use for the needs and demands of North Northamptonshire residents and growth aspirations.
9. To feed into the preparation of legal agreements (e.g. s106 agreements) and to review, interpret and progress them to ensure agreed affordable housing delivery.
10. Analyse and review complex housing delivery issues and interpret the supporting financial viability assessments, deeds of variation/amendments and assist with negotiating the maximum affordable housing delivery outcome possible.
11. Assist with preparing statements on affordable housing requirements for planning appeals and public enquiries, attending if required.
12. To assist the Strategic Housing Manager with the production and updating of the Housing Strategy and other documents, strategies, and policies, undertaking research projects as required.
13. To work in a cooperative and unified 'One Council' way with members and colleagues to progress the Housing Strategy's delivery demands, new housing developments and regeneration, and achieve the Council's aims and objectives. To include preparing reports relating to the housing service, pre-application advice, attendance at working parties, committee, and parish council meetings etc. This may include occasionally working outside normal working hours.
14. To set up, co-ordinate, attend and contribute to key stakeholder forums and other related meetings.
15. Organise housing related promotional events and publicity as required.
16. Monitor and update all stock and housing needs information, including details of accessible and adapted affordable housing.

17. To respond to requests for information as required e.g. FOIs, Complaints, Compliments, MP requests, Stakeholder requests, annual PIs, and government statistics.
18. To keep the council website up to date in respect of strategy and enabling functions and advice.
19. Provide support for planning on new housing and regeneration delivery needs for all housing tenure, particularly where Sustainable Urban Extension (SUE) is the subject matter requiring community integration design, infrastructure needs, tenure blend, and property type and mix needs.
20. To provide advice on new affordable housing processes, monitoring of data sets and products, such as, but not exclusively, First Homes, Local Authority Housing Statistics (LAHS), Running Community Planning Development (CPD) to internal colleagues.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

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.

Special features of the post

N/A

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to a level 4 qualification or equivalent in housing or a related subject</p> <p>Willing to undertake training as and when required to cover changes in regulation and legislation.</p>	Hold a relevant professional qualification.
Experience and Knowledge	<p>Experience of the enabling processes for affordable housing.</p> <p>Experience of undertaking and completing project related work.</p> <p>Experience of partnership working with housing associations, statutory and voluntary agencies.</p> <p>Knowledge of the planning process.</p> <p>Knowledge of the Homes England's funding regime.</p> <p>Experience of conducting research and data analysis into complex issues.</p> <p>Evidence of continual professional development.</p>	Eligibility for membership of the Chartered Institute of Housing
Ability and Skills	Excellent interpersonal skills to enable effective communication with a range of people, in particular strong negotiation, liaison and influencing skills	Experience of Uniform or other planning management systems

Attributes	Essential criteria	Desirable criteria
	<p>Excellent written and verbal skills for drafting reports and presenting information to stakeholders, members, parish councils, officers and public enquiries as required</p> <p>Good IT and keyboard skills. Good working knowledge of Microsoft Office applications e.g. Outlook, Word, Excel, and PowerPoint</p> <p>Good numeracy skills to enable the collation, analysis, and interpretation of statistical and financial information</p> <p>Able to work alone and using own initiative to plan and prioritise own workload, leading on work and projects as required</p> <p>Forward-thinking, creative, and innovative, ability to assess problems and deliver solutions</p> <p>Able to work co-operatively within a small team, being flexible and responsive as required</p> <p>Able to work under pressure and to deadlines</p>	<p>Experience of GIS or other mapping systems</p>

Attributes	Essential criteria	Desirable criteria
	Spoken and written English fluency required.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Full driving licence and access to a car for work.	