



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Development and Enabling Support Officer

Grade: NNCBAND04

Reports to: Housing Development and Acquisitions Manager

Responsible for: None

Directorate and Service area: Adults, Health Partnerships and Housing – Housing Maintenance and Development

### **Purpose of the job**

- To assist with the delivery and monitoring of the Affordable Housing Delivery Programme of new build council housing, purchase of new council housing on the open market (acquisitions) and new build affordable housing via Registered Providers.
- To maintain a database of information with regards to demand, type and location for affordable housing and respond to internal and external enquiries for this data.
- To assist with the production of monthly performance information with regards to Development, Acquisitions and Enabling.
- To assist in the project management of new build council housing projects from inception through to practical completion.
- To assist with the purchase of new properties on the open market.
- To assist with the disposal of properties on the open market that the Council no longer has a need for.
- To provide administrative and financial processing support to staff within the Development and Enabling teams.
- To contribute to the production and review of the Council's key documents, including the Development and Acquisitions Strategy/Policy and the Housing Strategy.

### **Principal responsibilities**

1. To assist with investigating and identifying potential sites for affordable housing to be developed by both the Council and housing association partners.

2. To assist with assessing development proposals and plans, and liaise with internal stakeholders, as well as other partners to deliver development proposals.
3. To create and maintain a database of affordable housing units across North Northamptonshire to include location, type, size and tenure information.
4. To develop and update local housing needs information to inform the need for housing of all tenure types in new housing development.
5. To analyse housing applications reports produced from Keyways, the council's Choice Based Lettings system, to provide information on the needs of people applying for housing in North Northamptonshire.
6. To assist in the project management of new build council housing projects from inception, procurement of contractors, through to practical completion.
7. To co-ordinate and attend meetings as required, providing administrative assistance in respect of organising the meetings and taking and distributing minutes, reports etc.
8. To develop the housing section of the council's website to provide more information and advice to our customers on-line and ensure that the housing information published on the website and the intranet is accurate and kept up to date.
9. To assist with the organisation of housing related events, promotions and publicity, for example, parish consultations, shared ownership awareness raising events, new scheme openings and including occasionally out of hours.
10. To assist with the development of housing related information for our customers, including the development of publicity materials, leaflets and other literature.
11. To respond to requests for housing related information under the Freedom of Information Act and from developers, housing associations and other organisations and to inform planning application consultation responses.
12. To work in partnership with the Housing Development and Acquisitions Manager, Homes England and development partners on funding bids for new housing schemes and maximise the funding available for new affordable homes in North Northamptonshire.
13. To assist with consultation with tenants, parish and town councils, local residents and colleagues across the Council where appropriate, to ensure that

new housing developments make a positive contribution to the local community and residential environment.

14. To assist with the purchase of properties on the open market to be used for both permanent and temporary accommodation across North Northamptonshire by contacting estate agents to arrange viewings.
15. To assist with the disposal of properties on the open market that the Council no longer has a need for by arranging valuations of the property.
16. To ensure all raising of requisitions are processed accurately, all external invoices are checked, processed and cleared for payment within targets set to achieve performance.
17. To contribute to the development and preparation of key housing policies and strategies through research, and the provision of data and text.
18. To carry out individual projects or pieces of work under the supervision of the Housing Development and Acquisitions Manager which will contribute to service improvements across the Housing service unit.

### **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. 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**

**If there are any other special features of the job that need to be in the job description, please indicate them here.**



## Person Specification

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	5 GCSE passes at grade C/5 or above, including maths and English, or equivalent.	Experience in a housing services or development environment.
Experience and Knowledge	<p>Experience of undertaking and completing project related work.</p> <p>Experience of undertaking and completing data analysis related work.</p> <p>Experience of an office-based customer-focused environment.</p> <p>Familiar with all office equipment.</p>	<p>Experience of the development processes for affordable housing.</p> <p>Experience of partnership working with housing associations, statutory and voluntary agencies.</p>
Ability and Skills	<p>A commitment to providing excellent customer service – being responsive, flexible, and dedicated to ‘getting it right first time’.</p> <p>A dedication to being your best at all times – being professional, pro-active and open to new ways of working.</p> <p>An enthusiasm for team working – being collaborative, innovative and showing support and respect for colleagues.</p>	Specialist training in IT and Software.

Attributes	Essential criteria	Desirable criteria
	<p>Good IT and keyboard skills, including Microsoft Word and Excel.</p> <p>Good analytical skills, with ability to analysis statistical data.</p> <p>Excellent communication skills, written and verbal.</p> <p>Ability to meet deadlines and prioritise workload.</p> <p>Ability to work as part of a team and organise tasks and work unsupervised.</p> <p>Ability and willingness to travel around North Northamptonshire, including at short notice.</p> <p>Spoken and written English fluency required.</p>	
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.	