

Job Description and Person Specification

Job details

Job title: Housing Development and Acquisitions Manager

Grade: OM9 £51,802 - £55,044

Reports to: Head of Housing Maintenance and Development

Responsible for: Technical and Office teams

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

Purpose of the job

- To provide an effective service for managing all aspects of the Council's Housing Development and Acquisitions investment programme, maintaining an affordable housing register, garage site optimisation and ensuring a suitable supply of appropriately adapted homes for tenants of the Council. To ensure the Council delivers new homes, has an accurate list of affordable housing locations in North Northamptonshire, maximises the potential for garage sites and ensures a suitable supply of new adapted stock into the Council's housing portfolio in a timely and efficient manner, to comply with the Council's corporate objectives and statutory Landlord duties to repair and maintain properties in line with the Landlord and Tenant Act 1985 the Housing Act 2004, planning and development legislation, plus other relevant legislation.
- To deliver a professional and cost effective housing development and acquisitions function for the Council across North Northamptonshire from Robinson Way and Fleming Road Depots, including all aspects of the Council's property investment programme, affordable housing data management, garage site optimisation and supply of newly adapted homes for new and existing tenants of the Council.
- To ensure the financially compliant procurement of contractors and suppliers, development of, and adherence to, the new development and acquisitions investment obligations of the Council as a landlord contained within Government funding requirements and associated legislation, and the implementation and adherence of health and safety procedures.
- To lead the Development and Acquisition teams based at Robinson Way and Fleming Road Depots to provide a safe and legal landlord development and acquisitions function.
- To support the Head of Housing Maintenance and Development through the process of change with the introduction of new legislation that impacts upon service delivery and provide advice and support to other council services that could also be impacted.

- To support the Head of Housing Maintenance and Development to deliver transformational change and innovation in services within your area of responsibility and cross cutting other areas of Housing and wider council service provision.
- To deputise for the Head of Housing Maintenance and Development, as required.

Principal responsibilities

1. Day to day management of the Housing Development and Acquisitions Technical and office teams, managing resources to ensure that the service meets statutory requirements and monitoring performance to ensure that the service meets service plan and performance indicator targets and operational needs.
2. To act as the lead officer and senior technical advisor for the Council's development and acquisitions property investment programme, maintaining an affordable housing register, garage site optimisation and ensuring a suitable supply of appropriately adapted homes for tenants of the Council, providing Health and Safety, legislative guidance and technical support to the Development and Acquisition Teams and the Council. Preparing reports and attending meetings as required.
3. To procure, implement and manage the provision of suitable specialist development and refurbishment contracts used by the Development and Acquisitions Team to ensure a consistently high quality of service delivery to service users.
4. To procure and manage suitable contractors, as required, to ensure the fulfilment of the delivery of the Council's development and acquisitions property investment programme, garage site optimisation and ensuring a suitable supply of appropriately adapted homes for tenants of the Council.
5. To proactively manage staff development and training to ensure the team has the requisite levels of knowledge, skills, and competency validation to perform their roles.
6. To work with wider teams in Housing and Registered Providers to develop, implement and monitor a database of affordable housing across North Northamptonshire and use the information to inform the development and acquisition programme of both the Council and Registered Providers.
7. To ensure that there is effective and timely forecasting and analysis of business and financial data to enable robust budget management and budget planning, minimising financial risks, and maximising potential efficiencies.

8. Contribute to the overall management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating, and managing risks to secure the reputation of the Council. Able to deal successfully with business-critical issues at short notice without close supervision. This includes provision of Housing Maintenance and Development assistance for business continuity or emergency plan purposes.
9. Lead and develop the procurement strategies for services and contracts in order to secure cost-effective outcomes by:
 - Contract development, negotiations, and regular review in order to ensure the availability of required services and promote service improvement planning and delivery.
 - Developing partnership arrangements.
 - Develop management information with suppliers and contractors in order to manage performance and costs effectively.
 - Contribute as part of the management team to corporate strategies and policies and working with colleagues in other directorates and partner organisations.
 - Oversee the work of the teams, consultants and contractors and ensure that correct technical and contract management procedures are followed.
10. Provide professional and managerial support to, and work with the Head of Service to develop strategies and plans that identify and recommend improvements that transform service delivery to ensure long term management of the service is sustainable in terms of meeting legislative obligations, financial constraints, and key performance targets.
11. Maximise the Council's landlord investment in its housing stock portfolio by identifying and bidding for external forms of funding wherever possible, ensuring viable deliverability of all funding bids in the first instance and throughout the project lifetime.
12. To ensure the delivery, implementation and ongoing review of a Development and Acquisition Strategy for the Council's housing stock.
13. Lead, motivate and support the Development and Acquisition Technical and office teams, setting the direction for the service, creating a culture of empowerment and trust, undertaking line management duties of direct reports, being accountable for the budgets and performance of the service including health and safety and risk management.
14. Produce effective and efficient service user reporting tools and documents that demonstrate and promote the value of the Housing Maintenance and Development Service. Maintain systems to inform and receive feedback (including complaints) from tenants, members, partners, suppliers,

stakeholders and employees; and to evaluate that feedback through the assessment of "lessons learned" in order to ensure continuous improvement in the delivery of the service. Ensure that customer-focus and best value is promoted as a core value.

15. To ensure that the Development and Acquisitions Technical and office teams are operating as efficiently as possible. Implement processes to maintain efficiencies, including managing regular reviews of working practices, materials and equipment, taking corrective action where required.
16. To present at internal and external stakeholder meetings as and when required in line with the roles and responsibilities commensurate with the job role.
17. Responsible for the processing of payments and raising of orders for the Development and Acquisitions team through the Council's finance system. Including the monitoring of invoices from sub-contractors and suppliers, ensuring payments are correct and processed within agreed timescales.
18. Responsible for ensuring that staff issued with a Council vehicle within the Development and Acquisitions team adhere to the Council's Vehicle Regulations and all statutory legislation.
19. Responsible for the effective management of Freedom of Information and Subject Access Requests and investigate complaints made in relation to the service, or against members of staff and to work in coordination with the Head of Housing Maintenance and Development to ensure that such complaints are appropriately responded to in a timely manner.
20. To ensure effective and efficient back-office management systems are in place to support the development and acquisition investment function.

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.



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Degree or equivalent experience in social housing maintenance or a development environment.</p> <p>Housing Health and Safety Rating System (HHSRS) qualification.</p> <p>Willing to undertake training as and when required to cover changes in regulation and legislation.</p>	Management qualification or similar, e.g. CMI, ILM.
Experience and Knowledge	<p>Extensive knowledge and understanding of the planning and development processes for affordable housing, including working at a senior level.</p> <p>Extensive Knowledge and understanding of the funding processes for affordable housing development.</p> <p>Significant experience of procuring contracts.</p> <p>Experience of budget monitoring.</p> <p>Strong contract management and project management skills.</p> <p>Significant experience in the use of project management IT software systems.</p> <p>Evidence of continual professional development</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Knowledge and experience of how to effect cultural and behavioural change, developing high performing teams.</p> <p>Excellent business and service planning knowledge and experience</p> <p>Demonstrable experience of managing people</p>	
Ability and Skills	<p>Excellent leadership, negotiation and influencing skills, including change management and improvement in service delivery.</p> <p>Ability to work to tight deadlines and be flexible in work approaches.</p> <p>Demonstrate excellent communication skills level of written and oral communication and IT user skill.</p> <p>Ability to develop and maintain good working relationships with a wide range of customers, stakeholders, and partners.</p> <p>Innovative approach to problem solving and achieving value for money.</p> <p>Strong performance and financial management skills.</p> <p>Able to produce clear, concise and persuasive written reports and letters on complex issues.</p> <p>Willingness and ability to participate in an out of hours service for Housing Maintenance and Development</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Ability and willingness to travel around North Northamptonshire, including at short notice.</p> <p>Spoken and written English fluency required.</p> <p>Excellent presentation skills.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Demonstrate an understanding of the safe working practices that apply to this role and ensure they are implemented where required.	