



**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Title:** Housing Enabling Officer | **Directorate:** People & Communities |
| **Section:** Housing Development | **Reporting to:** Enabling Manager |
| **Grade:** 7 | **Hours per Week:** Full Time |
| **Post Number:** Various | **Number of Employees**  **Reporting to Post:** 0 |
| **Special Conditions:** None | **Location of Post:** County Hall and Home Working |
| **Job Purpose:**  The Housing Enabling Officer will assist with the delivery of the Council’s strategic housing role by participating in the development, implementation and monitoring of key housing strategies and policies. In particular, to work in partnership with key organisations to enable the provision of a range of affordable housing to meet residents’ needs & help deliver new build affordable housing schemes | |
| **Duties and Responsibilities**  **Job Specific Requirements**   1. Participate in the development, implementation and monitoring of key housing strategies and policies as required. 2. Assist with the preparation of funding bids. 3. Assist with the development and delivery of projects that help to fulfil the Councils strategic housing role. 4. Assist with the identification and evaluation of examples of good practice and / or innovative projects. 5. Establish effective partnership working arrangements with a range of organisations to address strategic housing priorities. 6. Provide assistance and guidance to staff about existing and new strategic projects when required. 7. Assist with the day-to-day management and monitoring of the Social Housing Grant & other funding programmes. 8. Assist in negotiations with developers to secure the provision of affordable housing through the planning system and with the development of relevant planning policies and other related documents (including S106 Agreements). 9. Work in partnership with Registered Social Landlords and other housing providers to enable the development of affordable housing schemes that address strategic priorities. 10. To assist with the evaluation of performance information provided by partner organisations. 11. Assist with the production and analysis of the Local Housing Market Assessment (LHMA) and relevant supplementary information to assess housing need and the housing market. 12. To work as an integral member of the Housing Development team and be prepared to adopt a flexible approach when required to support or assist the work of other team members. 13. To develop and maintain links into the Corporate Body, ensuring that the Service Area contributes to and informs corporate initiatives and that services are consistent with corporate directives. 14. To deputise for the Enabling Manager and/ Officer and to provide assistance and cover for other managers and officers within the Service, as is reasonably required. 15. To play a part in the continuous improvement of the service as a whole, taking part in the planning process and initiating, facilitating and managing change in a positive manner. 16. To take part in the management and development of any Quality Systems adopted by the Service Area as required. 17. To set clear standards to ensure excellent customer service is achieved, to encourage customer feedback and to ensure that any complaints received are fully addressed and resolved. 18. To communicate with customers, Members and other stakeholders and to attend meetings with interested parties as required. 19. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate. 20. To actively support the development of current and emerging technology. 21. To assist in the recruitment, selection and induction of staff as appropriate.   **Corporate Requirements**   1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council’s Equal Opportunities Policy. 2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate. 3. To, as a statutory duty, adhere to the Council’s Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post. 4. As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation. 5. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role. | |
| **DATE COMPLETED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Recruiting Manager)**  **Date Received by Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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**PERSON SPECIFICATION**

**Job Title:** Housing Enabling Officer

**Post Number:** Various

**THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS**

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| **Area to be Demonstrated** | **Essential Requirements**  YOU **MUST** DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS | **Desirable Requirements**  YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US | **How Assessed**  **Application Form or Interview or Both** |
| **Competencies (as per Behavioural Competency Framework)** | Putting Our Customers First – Level 4  Getting Things Done – Level 4  Taking Personal Responsibility – Level 4  Seeking to understand others and treating them with respect – Level 4 | | Interview |
| **Education and Training** | Attainment of a degree in an appropriate discipline or relevant proven experience | Membership of a professional body such as CIH. | Application Form and Certification where required |
| **Experience / Knowledge** | Experience of working in the field of housing or development.  Knowledge of Section.106 negotiations, preferably for the delivery of affordable housing.  Experience of working in partnership with other organisations.  Knowledge of the Welsh Government’s requirements for the provision and development of affordable housing (including an understanding of Registered Social Landlord (RSL)/Housing Association activity and the strategic housing role of local authorities in Wales).  Experience in data collection and data analysis, including monitoring, reporting, and mapping of quantitative & qualitative information | Experience and understanding of Social Housing development and financial viability appraisals. | Application Form and Interview |
| **Skills and**  **Abilities** | Demonstrate excellent communication skills, both verbal and written.  Demonstrate the ability to work as part of a team, showing a willingness to assist others and a commitment to meeting the objectives of the team  Ability to work under pressure and to tight deadlines  Demonstrate the ability to develop productive  relationships with a wide range of interested groups and stakeholders; internal and external  Ability to research and evaluate objectively strategic and policy documents, processes and procedures and quantitative & qualitative data  Experience of using Microsoft Office applications, particularly Word & Excel | Experience of developing funding bids.  Have experience of liaison and negotiation with public organisations and developers.  Understand the planning process and the development of  Supplementary Planning Guidance, ideally relating to affordable housing. | Application Form and Interview |
| **Personal**  **Attributes** | Demonstrates a commitment to the provision of a high-quality customer service.  Demonstrate a commitment to Equal Opportunities.  Demonstrate a positive attitude to new challenges and a willingness to adapt quickly to change. |  | Interview |
| **Special**  **Circumstances** | None |  | Application Form and Interview |