**Job Details**

Job Title: **HOUSING STRATEGY OFFICER**

Post Number: POST000155

Directorate: Environmental and Community Services

Section: Housing Services

Post Grade: Tier: 4, Grade: G

Responsible to the Housing Services Manager

Responsible for N/A

**Job Purpose**

* + To manage and co-ordinate the development, review and implementation of the Council’s Housing Strategy so that housing needs within the borough are identified, prioritised and met.
  + Act as lead officer in supporting strategic housing related initiatives, the supporting people agenda and contribute to the development and implementation of other housing related policies and strategies.
  + Support and liaise with the Council’s housing options and private sector housing functions.

**Main Responsibilities**

* To act as lead officer in the development, preparation, implementation and review of the Housing Strategy and other strategic documents to improve housing opportunities to meet local needs.
* To identify housing needs and priorities and monitor and review research to ensure it is kept up to date.
* To manage and monitor the spending of the Councils’ Social Housing Grant on Council priorities for the development of affordable and supported housing projects.
* To prepare, facilitate and support bids for funding that will provide housing which meets the needs within the Borough.
* To work with external and internal partners to identify and evidence local housing needs and assist in implementing relevant housing projects within the Borough.
* Work in partnership with planning professionals and housing developers to negotiate agreements to deliver affordable housing which meets the needs of the Borough.
* Facilitate and support the provision of additional funding into the area so that the housing needs of vulnerable groups are met.
* Act as the Council’s representative on various Derbyshire and Nottingham Core Housing Market Area wide groups to ensure that housing provision is fully co-ordinated.
* Collect and analyse housing data to enable the council’s performance on affordable housing provision to be compared with other local authorities.
* To work with the Council’s homeless and housing advice service providers and private sector housing service to improve housing opportunities for local communities, reduce homelessness and improve the quality and supply of housing.
* To liaise with other statutory or voluntary organisations at the regional, sub-regional and local levels on housing matters to meet local housing needs.

**Decision making**

* Identify and action affordable and supported housing provision. Recommend funding priorities based on local needs and submit or assist with relevant external funding bids

**Financial Responsibilities**

* Monitor and account for social housing grant and housing research budget expenditure.

**Key Contacts / Relationships**

* Regional and local housing agencies, external funding agencies, service providers, developers, planning professionals, the public.

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Yvonne Wright, Policy and Development Team Leader**

**Date:** **25 February 2010**

**Version: 1.1 – 20 January 2022. Amended to take into account change to name of Directorate and change of post number.**

**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title:** HOUSING STRATEGY OFFICER

**Post Number:** POST000155

**EXPERIENCE**

**Essential Criteria**

* Experience of strategy and policy development. A,I
* Experience of managing projects. A,I
* Experience of working with other organisations to achieve shared ends. A,I
* Experience of project management. A,I

**QUALIFICATIONS**

**Essential Criteria**

* Degree or diploma in housing studies, social policy or a related discipline. A,D

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Good written and oral communication skills with an attention to detail, including the ability to give presentations and produce letters and reports. A,I,T
* Proven ability to set out a persuasive and evidenced case in writing, eg a funding bid. A,I,T
* An understanding of how to consult other people and organisations effectively on policy and strategy proposals. A,I,T
* Ability to use databases, standard office IT packages and social media effectively. A,I
* An understanding of the key elements of enabling affordable housing. A,I

**OTHER REQUIREMENTS**

**Essential Criteria**

* Current full driving licence and access to a vehicle. Reasonable adjustments will be considered should a disability preclude this requirement. A,D
* Ability to occasionally attend meetings and events outside normal office hours. A

**ASSESSMENT KEY:**

*A* Application

*I* Interview

*T* Test

*D*  Documentation

**Version: 2.0 – May 2022**