WAVERLEY BOROUGH COUNCIL

JOB DESCRIPTION

DATE PREPARED: 17.02.12

JOB TITLE:	Housing Strategy and Enabling Officer	RESPONSIBLE TO:	Housing Strategy and Enabling Manager
POST NO:	HB02	RESPONSIBLE FOR:	NA
SERVICE:	Planning	COMPETENCY LEVELS:	Communication- 3 Customer Service- 2 Team working- 3 Managing self and others- 2 Can do approach. Results-2
JE SCORE:			

This post does not require a CRB disclosure.

1. PURPOSE OF THE JOB
(The reason why your job exists)

To maximise opportunities for affordable housing to meet housing needs within the borough, through the Council's strategic enabling role.

2. MAIN DUTIES AND ACCOUNTABILITIES (% of the whole job)

Development 70%

1. Appraise development potential of council owned sites
2. Support delivery of affordable housing on council owned sites
3. Identify and progress opportunities to make best use of Council and general housing stock
4. Identify and progress opportunities for new affordable homes.
5. Assist Registered Social Landlords (RSL) in drawing-up schemes, providing advice and liasing between the RSL and the Planning Service where required.
6. Maintain good working relationships with preferred partner Registered Providers, monitor performance and customer satisfaction and take action as required
7. Liase with Parish Councils, Surrey Rural Enabler, other Surrey rural authorities, landowners, colleagues in Housing Service and local residents to identify opportunities for developing affordable rural housing, establish level of local housing need and provide affordable housing to meet local needs.
8. Work with Surrey Rural Housing Group to implement actions from Surrey Rural Strategy
9. Liase with housing and support providers to identify needs and opportunities for specialist housing to meet local need.

20%

10. Establish and implement a communications strategy, to raise awareness of new developments and celebrate successes.
11. Researching and interpreting local data on affordability, in relation to incomes across a range of affordable tenures.

Planning

1. To enable the provision of additional affordable housing in line with the Council's planning policy.
2. Liase with the Planning colleagues, Landlords, Developers, private landowners and planning agents regarding planning applications with a housing element to endeavour to secure affordable housing on all qualifying sites.
3. Provide evidence relating to affordable housing and housing need as required by planning officers for planning applications, appeals, inquiries and for current and emerging planning policy.
4. Attend meetings, site visits and inquiries or appeals with planners and developers to maximise opportunities for affordable housing, as required

10%

General

1. Establish, facilitate and co-ordinate a quarterly registered provider forum.
2. To create and maintain the Housing Strategy and Enabling pages at www.waverley.gov.uk
3. To feed in enabling performance information into annual Housing Strategy Statistical Return statistical return to the DCLG, via www.iform.gov.uk and other data returns on behalf of the Council as required.
4. To assist in the timely and accurate production of housing performance statistics with an audit trail of certificates of practical completion when developments finish, updating covalent, service plans and other Surrey authorities as required.
5. To accurately record all affordable housing provision in the borough via a database and ensure this is regularly updated.
6. To participate in joint working with other Surrey Authorities, registered providers, social services, Supporting People, primary care trusts, local community and voluntary sector in order to identify and progress new initiatives and funding opportunities
7. Undertake such other duties of a similar nature and level of responsibility as may be required from time to time by the Housing Strategy and Enabling Manager.

This Job Description is current as at the date shown above. In consultation with you, it is liable to variation as the needs of the Council may require.

3.DIMENSIONS
(Figures which give a clearer picture of your job, e.g. budgets, number of staff, number of enquiries per week)

The Housing Strategy and Enabling Team currently comprises of 1 full time Housing Strategy and Enabling Manager, 1 full time Enabling Officer.

The team are responsible for monitoring the Commuted Sum pot, which are payments in lieu of affordable housing and putting forward grant applications from Housing Associations for consideration to use these funds to develop new affordable homes. The enabling team also work with other Surrey Authorities to secure social housing grant from the Homes and Communities Agency through the Local Investment Plan process.

The Enabling Team work in partnership with local registered providers and aim to develop on average 50 new affordable homes each year.

4. DECISION MAKING / SCOPE FOR IMPACT
(Example of the decisions you are asked to make and the impact of your main accountabilities)

The officer will work with housing associations, private developers and landowners to shape proposals and respond to consultations on applications.

5. CONTACTS
(People with whom you have regular personal contact, excluding immediate Manager / Sub-ordinates)

INTERNAL
Working in our busy Planning Service, alongside officers from a number of professional backgrounds, you will need to engage with colleagues in our Planning, Housing, Democratic, Finance Services and Waverley Councillors.

EXTERNAL
You will manage a variety of affordable housing schemes, working closely with Registered Providers, developers, the Homes and Communities Agency, Parish Councils and other partners.

6. CONTEXT OF THE POST
(The main features of the part of the organisation in which you work, e.g. in terms of its purpose and geographic boundaries)

(a) SERVICE
The planning function is central to delivering the objectives of the Corporate Plan. Its spatial planning role is key to providing a framework for delivery whilst the development control service provides the mechanism for development management control

(b) SECTION
The enabling team work to maximise opportunities for affordable housing within the borough.

(c) ORGANISATION CHART

SIGNED AND AGREED:	MANAGER:	DATE:
	JOB HOLDER:	DATE:

PERSON SPECIFICATION

Name:

Post: Housing Strategy and Enabling Officer **Post No:**

Service: Planning **Date Prepared:** 17.02.12

Essential	How Assessed	Desirable	How Assessed	For Short-listing Purposes. Essential Criteria Rating. *See Ratings Below (If desirable also assessed please indicate clearly)
Education/ Qualifications/ Training Educated to degree standard or qualification in housing related field	A	Member of Chartered Institute of Housing	A	
Knowledge Understanding of current housing issues in both the local authority and registered providers	A	Working knowledge of relevant planning legislation	A	
Skills Ability to develop and maintain positive relationships within the Council and with outside partners/ agencies Ability to effectively organise, plan and prioritise varied workload, achieve targets and meet deadlines Ability to write and present clear and concise reports and procedure notes	A.I	Analytical and innovative approach to problem solving Good presentation skills Ability to identify information gaps and knowledge of appropriate research methodologies Ability to respond to changing priorities Ability to demonstrate initiative and self motivation Ability to communicate with people at all levels in an assertive and diplomatic manner	A.I	

Commitment to customer care and quality service IT skills and use of Microsoft Office systems Self reliance, self motivated and ability to work alone on own initiative within given guidelines Committed to completing tasks and delivering targets Flexible attitude Ability to work under pressure	A. I		A. I	
Special requirements Full driving licence, Car available for work purposes	A	Available to work outside normal office hours	A	
Physical Smart appearance	I			

*<u>For Short listing Purposes</u>

Rating **0** = Did not meet essential criteria.

Rating **1** = Partially met the essential criteria.

Rating **2** = Met the essential criteria.

How assessed:

A = Application form
C = CRB police check
E = Exercise
I = Interview
M = Medical assessment
S = Certificates / Professional Registration