



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE:	Housing Development Officer
GRADE:	Band 7
RESPONSIBLE TO:	Operations Manager - Housing Strategy
RESPONSIBLE FOR:	The delivery of good quality homes across the Borough including affordable housing, specialist housing and supported housing.

Overall Objectives of the Post:

To support the delivery of the Council's strategic housing priorities with a particular focus on ensuring that the Council is able to secure investment in improving existing homes and building new homes of all tenures across the Borough.

Key Tasks of the Post:

- 1. You will be responsible for assisting the Housing Strategy Business Unit to deliver investment in existing homes and supporting the delivery of new homes across the Borough. You will:***
 - Support the Operations Manager to develop plans that make the best use of the existing housing stock; including the Councils' own Housing Asset Strategy.
 - Help facilitate the delivery of new homes that meet the needs of our residents now and in the future.
 - Take a proactive approach with developers, housing associations and others to ensure that the delivery of housing in the Borough is delivered in a planned and strategic way.
 - Interpret the Strategic Housing Market Assessment so that the right mix of housing is provided in each location to satisfy local need and economic growth potential.
 - Help to maintain the Strategic Land Availability Assessment and Brownfield Register ensuring that strategies and initiatives are developed to enable development to happen.
 - Provide professional advice and guidance to the Spatial Planning Team, Development Control Team and Housing Team in the Council and to attend meetings where required.
 - Identify new opportunities that will deliver high quality affordable housing provision and find solutions to unlock factors blocking delivery.
 - Provide detailed advice on complex financial viability appraisals including supporting planning colleagues at appeal hearings.
 - Support the development and delivery of an Affordable Housing Programme maximising investment in the Borough by making and/or supporting bids and using Council resources as effectively as possible to lever in additional investment.

- Help manage the Housing Investment Fund, including s106 funds and retained Right to Buy receipts ensuring that money is spent in a timely and efficient manners to support local priorities.
- Contribute to the production of Housing Strategies and Policies and produce high quality reports, briefings and publicity material for a range of audiences.

2. You will contribute to the corporate priorities of Development Services. You will:

- Work closely with the Council's Planning Policy Team to develop new policy relating to housing.
- Respond with expert commentary on housing schemes submitted to Development Management to ensure that existing policy requirements are adhered to.
- Advise Planning and Legal colleagues on the content of S106 Agreements and unilateral undertakings relating to affordable housing.
- Act as the Council's Affordable Housing expert on corporate working groups and other external bodies as required.
- Contribute to the development and review of service plans and team plans.
- When necessary, take a part in the delivery of department-wide initiatives.

3. You will effectively build partnerships. You will:

- Support Developers and Registered Providers, including South Tyneside Housing Ventures Trust, to deliver new homes in the Borough and maximise local delivery.
- Contribute multi-disciplinary project teams to deliver housing investment, overcome barriers and find solutions.
- Liaise closely with relevant Council Services and South Tyneside Homes to ensure the maximum benefit can be received from all new housing supply and initiatives.

4. You will consistently demonstrate the personal qualities and behaviours required. You will:

- Take responsibility and accountability for your own performance.
- Treat customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Consistently strive towards making a difference in the quality and impact of services delivered by the department.

You will progressively develop your skills, competences and experience, and maintain an understanding of the environment in which the service operates. All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PM/KDS

Date: 11/05/2017