

**Job Description**

**Job Title:** Team Leader Housing Strategy

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Economy and Place

**Work Environment:** Agile

**Reports to:** Strategic Plans and Housing Manager

**Number of Reports:**-5

**Purpose:**

To have responsibility for the Housing Strategy, delivering the Housing Strategy Action Plans, the Local Land and Property Gazetteer function, associated budget and team and the provision of specialist housing advice and guidance to achieve Council objectives.

To plan and manage housing/housing regeneration projects, with associated budgets, within the context of the priorities set out in the Housing Strategy.

To co-ordinate the delivery of the Local Housing Authority’s duties and powers in relation to its strategic housing role.

**Main Duties and Responsibilities:**

* Identify and assess the implications of external changes and Government legislation and initiatives relating to housing; provide advice to ensure the Council capitalises on these changes and complies with legislation, regulation and policy . .
* Prepare, manage, review, the Housing Strategy Plan to ensure that all housing functions within the Local Housing Authority have a single framework for delivery.
* Advise on and develop priorities and projects in the context of the Housing Strategy.
* To develop and oversee the delivery of an empty property programme (linked to the wider Housing Strategy, Housing Delivery Plan and New Homes Bonus) for the Council and its partners so empty homes within the City are reduced and a greater choice of housing can be offered. .
* Contribute towards the development of longer term plans e.g. Housing Strategy and Local Plan.
* Prepare and implement annual Housing Strategy Team plans (with performance targets) and decide and plan budgets for capital
* To maximise the Council’s income through and for the delivery of housing projects; for example, New Homes Bonus, HCA programmes, S106 contributions and recycling financial assistance for further empty homes work.
* To contribute to the preparation and review of the Local Plan and supporting evidence, with a particular emphasis on all aspects of housing need and delivery.
* To formulate new housing initiatives in the context of the City’s Housing Strategy, seeking funding and preparing grant bids and following through to project delivery.
* To maximise business opportunities to enable the Council to deliver its Housing Strategy and its functions as a Local Housing Authority.
* To act as the Council’s specialist advisor in relation to housing strategy, the strategic Local Land and Property Gazetteer function, affordable housing and the wider housing market.
* Based on evidence, identify and develop specific housing and regeneration related initiatives and improvements that would benefit the Council and the City.
* Identify areas of the City where the housing market requires intervention, either in areas of housing decline or to support specific housing policies or initiatives and to oversee this intervention.
* To procure specialist housing and regeneration contractors in line with the Council’s procurement procedures.
* To effectively manage a portfolio of housing and regeneration projects ensuring that they meet objectives, timescales and budgets as set by the Housing Strategy and the Council’s Strategic Housing
* Ensure that service delivery is to prescribed regulations and legislation.
* To ensure the Council is able to provide statistical return to Government relating to housing within the timescales and provide analysis of housing data to meet the needs of the Corporate Plan and Service planning performance reporting cycle and the Strategic Housing Board.
* Represent the Council at multi-agency or national forums and gather and exchange information which can beneficially influence policy development or housing delivery.
* Attendance at management meetings, Area Committees, Place Boards and partner meetings where required.
* Work with all levels of government, agencies and partners.
* Ensure timely and appropriate housing and housing regeneration advice is provided to the Head of Planning and Regeneration, Strategic Plans and Housing Manager, Portfolio Holders and Ward Members.
* Ensure a timely response to all enquiries from MPs, ward members and members of the public.
* Undertake complex or contentious negotiations with stakeholders.
* To lead, manage and motivate the Housing Strategy Team in accordance with the Council’s HR policies and procedures
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council .
* Comply with the principles and requirements of the Freedom of Information Act 2000
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

July 2018