

Northumberland County Council
JOB DESCRIPTION

Post Title: Housing Enabling Officer	Director/Service/Sector: Planning & Economy - Planning Services		Office Use
Band: 7	Workplace:		JE ref: 2717 HRMS ref:
Responsible to: Senior Planner	Date: August 2013	Manager Level:	
Job Purpose: To help deliver the Council's Affordable Housing plans for Northumberland, by ensuring sufficient and appropriate sites are identified and developed, as managed within the Affordable Housing programme			
Resources	Staff	Works within a small team, no responsibilities for line management.	
	Finance	No budget responsibility.	
	Physical	Responsible for processing and protecting commercially sensitive data and using appropriate IT and other systems.	
	Clients	External and internal providers and public, private and Voluntary Sector Partners, including Government organisations, Community Land/Development Trusts, new housing delivery vehicles, communities, Members and residents.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Proactively and effectively engages with housing providers, developers, funders and land owners to continuously identify and recommend sites for Affordable Housing development. 2. Identifies new and innovative ideas to maximise the efficiency and quality of affordable housing development, including the use of new technologies and funding sources. 3. Supports the effective delivery of the pre-planning application process, including identifying barriers to development and solutions to overcome these. 4. Prepares reports recommending sites for Affordable Housing development and presents where required at the relevant groups/committees. 5. Negotiates and comments on proposed housing schemes and planning applications to maximise Affordable Housing provision. 6. Project management of the sites identified for potential Affordable Housing development, working closely with the Pre-construction Affordable Housing Officer and within the Affordable Housing Programme management structures (until on-site date) and thereafter operates an effective monitoring role. 7. Builds effective working relationships across the Council to ensure joined-up working, to enable Affordable Housing sites to be progressed. 8. Supports the Pre-construction Affordable Housing Officer when preparing feasibility studies of potential sites to bring forward. 9. Provides advice and support to community-led Affordable Housing providers to facilitate more community owned housing. 10. Ensures robust processes are in place to monitor approved Affordable Housing developments and reporting to necessary Council groups and committees. 11. Supports the Affordable Housing Senior Officer to help ensure Affordable Housing is maximised in the negotiation and delivery of S.106 agreements. 12. Contributes to the on-going improvement of the Council's Affordable Housing Programme management methodology. 13. Contributes to the development of Affordable Housing and related strategies/policies/plans. 14. Works closely with colleagues to ensure there is robust Housing Needs evidence for all affordable housing sites put forward for recommendation and contribute to the on-going improvement of Housing Needs Survey methodology. 15. Supports the effective performance management of Affordable Housing development services and the delivery of the Affordable Housing Programme. 16. Accountable for expenditure against allocated budgets, ensuring compliance with financial regulations. 17. Keeps up to date with all relevant legislation, best practice and new initiatives on a national, regional, sub-regional and local policy basis which may affect the strategic supply of housing in the Authority, particularly rural areas, and provide advice as required and requested. 			

- 18. Actively promotes the Council's response to and involvement in national and regional housing policy initiatives to ensure that the needs and opportunities of Northumberland are effectively represented.
- 19. Works effectively as part of a team to ensure the focus and priority of the team is in achieving the service objectives.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements: Transport requirements: Working patterns: Working conditions:	Sedentary office work with occasional need to stand, walk and lift. Regular external meetings. Will involve travel to work sites, offices or training venues throughout the county and further afield on occasion. Normal office hours but flexi hours may apply. Some exposure to working outdoors.
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PERSON SPECIFICATION

Post Title: Housing Enabling Officer	Director/Service/Sector: Planning & Economy - Planning Services	Ref: 2717
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Degree level or equivalent standard of education ● In-depth knowledge of affordable housing development processes, including funding and planning. ● Evidence of professional competence. ● Knowledge and understanding of relevant legislation, regulations, funding and professional best practice and developments affecting the service. ● Commercially aware and understands the relationship between costs, quality, customer care and performance management. 	<ul style="list-style-type: none"> ● Experience of rural housing development and/or regeneration. ● Recognised professional qualification. 	
Experience		
<ul style="list-style-type: none"> ● Evidence of successfully enabling/delivering affordable housing developments within a Registered Provider. ● Project management experience that demonstrates effectively setting and managing deadlines and targets. ● Recent and relevant post qualification experience in a relevant context. ● Experience in engaging effectively with others and building productive partnerships. ● Relevant experience in designing and drafting plans, procedures and other technical documents to deliver service objectives. 	<ul style="list-style-type: none"> ● Experience of specifically working within a large local authority to enable affordable housing development. ● Experience of working within a private housing development organisation. 	
Skills and competencies		
<ul style="list-style-type: none"> ● Able to effectively use IT to achieve work objectives. ● Prepares written, verbal and other media to best professional standards. ● Numerate and skilled at analysing/reasoning with business related statistics. ● Persistence in applying a methodical approach to problem solving and raising standards. ● Effective negotiation skills and able to persuade others to an alternative point of view without causing unnecessary tension or conflict. ● Maintains a professional demeanour in stressful and difficult situations. 	<ul style="list-style-type: none"> ● Advanced skills in Microsoft Office ● Recognised project/programme management qualification 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> ● Post is based within an office but there will be regular external visits to development sites and partner organisations. ● Managing multiple projects successfully. 		

Motivation		
<ul style="list-style-type: none"> ● Is an ambassador for the council in all external dealings with a commitment to excellent customer service. ● A proactive and engaging approach to managing and developing own workload. ● Dependable, reliable and keeps good time. ● Models and encourages high standards of honesty, integrity, openness, and respect for others. ● Helps create a positive work culture in which diverse, individual contributions and perspectives are valued and built upon to achieve excellence. ● Proactive and achievement orientated. ● Works well on own initiative within an agreed framework. 		
Other		
Able to meet the transport requirements of the post.		