

**Job Description**

**Job Title:** Housing Officer (Affordable homes)

**Salary Grade:** Grade 6

**SCP:**  22 - 25

**Job Family:** Organisational Support

**Job Profile:**  (OS3)

**Directorate:** Neighbourhood Directorate

**Work Environment:** Agile

**Reports to:** Housing Strategy Team Leader

**Number of Reports:** 0

**Purpose:**

To assist in the delivery and supply of affordable housing to meet local need.

To increase the supply of affordable homes to meet local need.

To build sustainable relationships with Registered Housing Providers and housing developers to identify available land and housing need.

To work effectively with internal and external partners to increase affordable housing supply and utilise S106 funds

To assist with housing projects and to offer specialist housing advice within the context of the priorities set out in the Housing Strategy for Sunderland.

Main Duties and Responsibilities

* To support and facilitate projects and initiatives arising from the Housing Strategy for Sunderland to improve our neighbourhoods and maximise housing growth and choice.
* To develop an affordable housing strategy with internal partners to ensure targets are met.
* To work closely with internal teams such as Planning Policy, Development Management, to ensure that there is a seamless and joined up approach to the delivery of affordable housing.
* To explore effective use of S106 funds to assist in the delivery of affordable housing across the City.
* To act as a single point of contact for developers and registered providers.
* Plan and organise own workload to meet service, team and personal targets, within prescribed timescales.
* Contribute towards the review and update of the Council’s Housing Strategy and associated housing policies, in consultation with key partners.
* Keep up to date with changes to Government legislation, policy, regulations, housing trends and best practice in order to provide advice as required to a range of audiences
* Review and update the Council’s policies and procedures in line with legislation.
* To maximise the Council’s income through, for example, S106 contributions, New Homes Bonus, Homes England programmes.
* Investigate the circumstances, background and influences of housing need across the City to inform future actions for improvement.
* Support the preparation and analysis of housing data and trends to meet Council requirements.
* Support the development of funding bids to external bodies, including the Homes England, to assist in the delivery of affordable housing.
* Effectively respond to requests for service and housing complaints from colleagues within the Council, residents, ward members and MPs within agreed customer standards.
* Liaise with key stakeholders and partners (internal and external) to develop, monitor and improve service delivery.
* Participate in Council working groups or other forums/events to provide affordable housing advice to support the development of the housing strategy and associated policies.
* Knowledge of the different methods used to speed up delivery of new homes, such as PIP’s.
* Knowledge of how to maximise the delivery of affordable housing, in particular the use of S106 funds.
* Experience and knowledge of financial support to accelerate delivery, such as Homes England funding.

**Other Duties**

* Being flexible in approach to be able to deliver what is required within the remit of the post and grade.
* 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.

Author

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Date

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