

JOB DESCRIPTION		
Directorate: Adults, Health and Well-Being		Service Area: Strategic Housing (Housing and Fairer Stockton)
JOB TITLE: Strategic Housing Officer		
CAREER GRADE: J/K		
REPORTING TO: Service Lead – Strategy and Policy		
1.	JOB SUMMARY: You will work in partnership with a range of internal and external partners to attract investment, identify opportunities and work to 'enable' the supply of new housing that meets the needs of the borough's residents. You will be required to undertake research, appraise new initiatives, identify best practice and work flexibly to support Housing Managers identify and delivery service improvement and policy development. A logical and analytical thinker, you will need to have excellent communications skills, the ability to appraise a variety of information and procure clear and structure policies, procedures and strategies.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	General	
	1	To work with a range of internal and external partners to identify and proactively seek delivery of new affordable and specialist housing within Borough.
	2	Review planning applications and the provision of affordable housing provision within s106 agreements.
	3	Ensure the needs / demand for different types of housing provision within the Borough are met.
	4	Support the identification of different models of accommodation to meet unmet general and supported housing needs in the Borough.
	5	Undertake research to support the appraisal of new initiatives and best practice.
	6	To support with the preparation, co-ordination, production, review and monitoring of the key strategic documents (including the Housing, Homelessness and Private Sector Strategies other corporate strategies and plans).
	7	Identify discussion documents, consultation papers and Government legislation, which may have implications for the Housing and Fairer Stockton Service to inform policy and service improvements and aid strategic planning.

8	Identify opportunities to increase inward investment for the Borough.
Grade J (in addition to the responsibilities and requirements above)	
9	Review and comment on planning applications and the provision of affordable housing provision within s106 agreements.
10	To support and assist in complex negotiations with housing developers, Registered Providers and other partners to secure the appropriate supply, level, mix and quality of affordable housing within new developments. This will include reviewing / commenting on planning applications and the provision of affordable housing provision within s106 agreements.
11	To assist with and support the development of policies and strategies designed to ensure that needs / demand for different types of housing provision within the Borough are met.
12	Commission research designed to ascertain the need and demand for different types of housing provision in the Borough.
13	Support and assist Housing Managers by undertaking research, identifying and appraising new initiatives and best practise. Evaluate such information and inform detailed reports to support decision making regarding the most appropriate solutions for the Borough.
14	Undertake research to support the appraisal of new initiatives and best practise and make recommendations for service improvement.
15	To assist with the preparation, co-ordination, production, review and monitoring of the key strategic documents (including the Housing, Homelessness and Private Sector Strategies other corporate strategies and plans).
16	Review discussion documents, consultation papers and Government legislation, assessing implications for the Housing and Fairer Stockton Service to inform policy and service improvements and aid strategic planning.
17	Identify opportunities for and secure funding from alternative funding sources.
Grade K (in addition to the responsibilities and requirements for Grade H and Grade J)	
18	To work with a range of internal and external partners to identify and proactively seek delivery of new affordable and specialist housing within Borough.
19	To lead complex negotiations with housing developers, Registered Providers and other partners to secure the appropriate supply, level, mix and quality of affordable housing within new developments. This will include reviewing / commenting on planning applications and the provision of affordable housing provision within s106 agreements.
20	To assist with and where appropriate lead on the development of policies and strategies designed to ensure that needs/demand for different types of housing provision within the Borough are met.
21	As directed to lead on the commissioning and delivery of research designed to ascertain the need and demand for different types of housing provision in the Borough.
22	On behalf of Housing Managers undertaken research and appraise new initiatives and best practise. Evaluate such information and comply detailed reports.

	23	To assist in the preparation, co-ordination, production, review and monitoring of the key strategic documents (including the Housing, Homelessness and Private Sector Strategies other corporate strategies and plans).
	24	Appraise discussion documents, consultation papers and Government legislation, identifying implications for the Housing Service on strategic, policy and service improvement issues.
	25	Identify opportunities for and secure funding from alternative funding sources.
	26	Identify gaps in services provision and liaise with relevant managers to support the delivery of innovative and relevant responses.
	27	Support Team Managers develop key targets and effective monitoring systems.
	28	To prepare reports at the request of the Team Manager.
3.	KEY RESULTS/OBJECTIVES	
	• To ensure and support the provision of a high-quality Housing and Fairer Stockton Service • To ensure the Housing and Fairer Stockton Service can respond appropriately to both strategic and operational housing issues.	
4.	GENERAL	
Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council. Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. Council Values, Behaviour Framework, and Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace. Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life. Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.		

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Postholder)			



PERSON SPECIFICATION

Job Title/Grade	Strategic Housing Officer	J&K
Service Area/Service Group	Strategic Housing (Housing and Fairer Stockton)	Adults, Health and Well-Being
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Grade J – Degree or NVQ Level 5 equivalent in a relevant subject. Grade K – Educated to degree level or the equivalent substantial demonstrable level of knowledge gained through directly relevant works experience.	Professional membership of a relevant organisation or demonstrable equivalent experience directly related to the work area	Application Form Interview/Selection Process Pre Employment Checks
Experience	Experience of carrying out research and interpreting results. Experience of working in partnership or as a team to achieve common goals. Experience of gathering and analysing data. Grade J - Experience of the production of strategic policy documents (including consulting with appropriate stakeholders)	A working knowledge of relevant funding regimes that support housing delivery, including affordable housing An understanding of the housing market, and the challenges in meeting the diverse housing needs of the Boroughs residents A working knowledge of the statutory planning system, including the use of s106 legal agreements. An understanding of the demands of the Public Sector. Political awareness and competency.	Application Form Interview/Selection Process

	Experience of producing policies and working procedures. Grade K - Experience of interpreting complex data and providing recommendations / conclusions.		
Skills	Good communication skills (written and verbal). Ability to use IT systems competently and efficiently (specifically MS office) Strong time management and organisational skills. Can manage effective and positive relationships. Grade J - Risk management. Negotiation skills. Can effectively manage conflicting priorities. Grade K - Able to interpret and disseminate complex information. Excellent analytical skills. Production of clear well-structured reports, working policies and strategic documents.	Knowledge and experience of Power Bi Ability to engage and communicate with a range of audiences.	Interview/Selection Process

Specific behaviours relevant to the post	Commitment to delivering excellent customer service. Positive team player. Willingness to take on new challenges. Strong Self-motivation and a 'can do-attitude'. Produces work to a high standard and motivates others to do likewise. Organised, adaptable and responsive to change. Grade J – Commitment to continuous improvement and personal development. Empathetic and assertive. Grade K - A strategic thinker capable of reviewing and developing policy and services across a range of functions. Innovative and creative flair to explore solutions to complex problems. An excellent ambassador for Housing and Fairer Stockton and the Authority.	Experience of managing and implementing change. Experience of working across Directorates to deliver shared projects.	Application Form Interview/Selection Process

Other requirements	Capacity for independent travel across the Borough	Extensive local knowledge of the Borough and Services available.	Application Form Interview/Selection Process

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults, Health and Well-Being	SERVICE AREA: (Strategic Housing) Housing and Fairer Stockton
JOB TITLE: Strategic Housing Officer	
CAREER GRADE: J, K	
JOB LOCATION / BUILDING: Neighbourhood 1.1, Dunedin House, Columbia Drive, Stockton-on-Tees, TS17 6BJ	
REPORTING TO: Alan Glew, Service Lead – Strategy and Policy	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X

Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X
Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.		X

DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role.		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 16th January 2025

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:
Occupational.Health@stockton.gov.uk