

Job Description and Person Specification

Employing Authority: Bromsgrove District Council

Job Title:	Housing Development & Enabling Manager
Directorate:	Leisure, Environmental, Community, Housing & Planning
Grade:	Grade 10
Responsible to:	Strategic Housing & Business Support Manager
Responsible for:	Housing Strategic Enabling Officers Housing Development Officer

Purpose of the Role

To assist in the Bromsgrove and Redditch Councils' priority to accelerate and maximise the delivery of affordable housing in both Districts

To report to Spadesbourne Housing Company (Bromsgrove Council's Housing Company) on the management of its rental properties.

To develop and implement the Councils' overall Housing Strategy and Homelessness Strategy and to oversee the efficient implementation of the statutory duties of the Council in respect of these strategies.

To manage the implementation of the Council's corporate Carbon Reduction Strategy and the development of action plans to meet Net Zero by 2040.

To manage District Council responsibilities in respect of refugees and asylum seekers such as the Homes for Ukraine Scheme

Main Duties

- To facilitate housing growth in Bromsgrove and Redditch, working in partnership with developers, development agents and associated internal and external parties. To include opportunities of commissioning the construction of new HRA stock, purchasing from developers through s.106 bidding, purchasing properties in the open market, regenerating existing stock, purchasing stock from other Registered Providers, buy backs and Mortgage Rescue Scheme.

- To support the development of affordable housing and site identification through liaison with partner agencies, registered providers, developers, planning officers and involvement in cross cutting projects and enabling projects.
- To commission and manage development briefs and feasibility studies for the provision of additional affordable homes and council homes in Redditch, including bidding and managing external funding opportunities
- To monitor and review performance of registered providers in respect of new developments, nomination agreements, decent homes and the formulation of local lettings plans on new developments.
- To lead on the development of housing related strategies, policies and plans ensuring compliance with legislation and best practice, including an active role in the Worcestershire Strategic Housing Officers Group.
- To ensure that the Councils are meeting their statutory homelessness duties and obligations and contribute to the development and review of the Councils' Homelessness Strategies and the development of a variety of initiatives to address the changing needs of homeless and potentially homeless people.
- To ensure effective commissioning and performance management of the homelessness allocation and housing advice contract for Bromsgrove District Council, including developing and implementing the Housing allocations policy.
- To ensure there is a mechanism in place to deal with Homelessness / Housing Register reviews / appeals which are not dealt with under the Homelessness and Housing Advice contract.
- To have responsibility for liaising with BDHT and for assessing their performance in respect of their commitments under the Housing Transfer Agreement.
- To manage the implementation of the Council's Carbon Reduction Strategy and supporting the Climate Change Manager to develop and implement actions plans with internal and external services to achieve Net Zero by 2040.
- To ensure the Private landlords Forum continues to be productive in working in partnership with both Councils
- To prepare and project manage funding bids in respect of affordable housing, homelessness and corporate Climate Change initiatives.
- To advise on housing implications of planning policy.

- To manage the Council's responsibilities to Government initiatives to support refugees and asylum seekers, including the Homes For Ukraine Scheme.
- To be responsible for the interpretation of Government and other guidance in respect of housing issues, the briefing of Members and the Councils Management Team and to ensure guidance is implemented.
- To be one of the council's Rest Centre Managers in an emergency situation
- To manage, plan and monitor allocated revenue and capital budgets and contribute to the wider budget setting process, ensuring that financial regulations are met
- To ensure any contracts that are let and managed within both Councils' Standing Orders
- To deal with MP, Member and customer enquiries and complaints as and when required.
- To represent the Council on countywide partnerships and support and develop partnerships.
- To prepare and present reports to the Council committees and other groups as required.
- To work flexibly and to be available, if required, to undertake duties out of normal working hours.
- To recruit, manage, appraise and develop relevant staff within areas of service responsibility within the framework of the Council's human resources policies.
- To ensure that the Council's Equal Opportunities Policies, Codes of Conduct, Data Protection Policies and other relevant policies, procedures and legislation are embedded and applied throughout the service in both service provision and employment issues.
- To carry out business continuity and risk management appraisals including the establishment of control measures for ensuring delivery of services and projects.

Role Principles

General Duties

- To ensure that the Councils 6 strategic purposes are met and as set out in each Districts Council Plan.
- To ensure efficiency, effectiveness and equality in service delivery.
- To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
- To reflect the Council's core values and objectives in undertaking the duties of this post.
- To provide outstanding customer services to all customers, colleagues, elected Members etc in line with the **"Every Customer, Every Time – Everybody Matters"** strategy. In particular by building trust, taking responsibility and assuming ownership of issues, actively listening, communicating with empathy and being flexible and adaptable to meet the needs of others.
- To understand and comply with the legal requirements of the Health and Safety at Work Act 1974 and any other relevant regulations as detailed in the Council's Health and Safety Policy Statement.
- To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To undertake such other reasonable duties as may be requested.

Person Specification

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

- 1 – Application form
- 2 – Interview
- 3 – Exercise (eg psychometric, case study, presentation etc)
- 4 – Evidence (eg certificate, membership card, course registration etc)

Knowledge and Experience

	Knowledge and Experience	Essential / Desirable	To Be Assessed By
1.	At least 3 years management experience at a senior level in a housing management service, to include the management of team of staff.	E	1,2
2.	Detailed knowledge of policies and legislation relating to Housing management .	E	1,2
3.	Experience of managing budgets, both capital and revenue.	E	1,2
4.	Experience of managing major projects.	E	1,2
5.	Experience of developing, implementing strategies, policies and procedures.	E	1,2
6.	Experience of dealing with complaints and contentious issues.	E	1,2
7.	Experience of preparing committee reports.	E	1,2
8.	Experience of staff/personnel management, including performance monitoring and management	E	1,2
10.	Experience of commissioning and managing contracts and Service Level Agreements.	E	1,2
11.	Ability to influence and negotiate at all levels internally and externally.	E	1,2
12.	Experience of consultation and partnership working.	E	1,2

Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
	At least 3 years experience working in a housing strategy service and educated to degree level in a housing or related field or an equivalent professional CIH housing qualification	E	1,4

Job Specific Skills, Behaviours and Personal Attributes

	Job Specific Skills, Behaviours and Personal Attributes	Essential / Desirable	To Be Assessed By
1.	Experience of working with Senior Managers, Councillors and external professionals.	E	1,2
2.	Ability to communicate and present information.	E	1,2,3
3.	Ability to drive change through systems thinking and transforming services.	E	1,2,3
4.	Ability to interpret and advise on Government Legislation	E	1,2,3
5.	Ability to lead, focus, motivate and develop a team towards success providing direction and vision.	E	1,2,3
6.	Sound knowledge of IT systems	E	1,2,
7.	A good knowledge of Health and Safety, Data Protection and Freedom of Information.	E	1,2
8.	Full valid driving licence.	E	1,4