

# Job Profile

## *Senior Housing Enabling Officer*

Overview	
<b>Post No.</b>	
<b>Grade</b>	4
<b>Directorate</b>	Planning and Sustainable Economy
<b>Service Area</b>	Planning Policy and Housing Enabling
<b>Team</b>	Housing Enabling
<b>Reporting to</b>	Principal Housing Enabling Officer

The Job
<p>To take a senior role within the Housing Enabling Team within the Planning and Sustainable Economy directorate and assist the Principal Housing Enabling Officer on the provision of new affordable housing, the enabling of housing support to vulnerable households and the return to use of empty homes. To support the Principal Housing Enabling Officer in the day-to-day running of the Housing Enabling Team.</p> <ol style="list-style-type: none"> <li>1. To discharge the duties of the post in accordance with the Planning and Sustainable Economy Service Plan.</li> <li>2. To assist the Principal Housing Enabling Officer to improve service delivery by embracing and actively promoting changes in working practices and procedures.</li> <li>3. Responsibility for nominations to Low-Cost Homeownership units including both new build and resales in conformity with the Council's nomination agreements.</li> <li>4. Carry out the management and monitoring of performance information and statistical records, ensuring resources are managed efficiently and effectively and that Government statistical returns are submitted on time.</li> <li>5. Maintain the Council's self-build register and promote and enable this initiative as an affordable housing option.</li> <li>6. Monitor the performance of social housing providers to ensure agreed schemes are delivered on time and maintain accurate and comprehensive records about progress on all schemes.</li> <li>7. Promote and develop effective partnerships and foster good relationships both within the Council and with other authorities and organisations at local, county and at regional level, to achieve the Council's housing enabling objectives particularly relating to the delivery of new affordable housing.</li> <li>8. In collaboration with the Council's planning function, regularly review the operation of the Council's housing and planning policies and assessments of future need and make recommendations for change where appropriate and necessary.</li> <li>9. Ensure the effective delivery of new affordable housing to meet service targets by providing advice on affordable housing requirements during the planning process. Including negotiating with landowners and developers in conjunction with other council staff as appropriate, negotiating section 106 planning agreements and planning conditions.</li> <li>10. Assist the Principal Housing Enabling Officer with Parish Council engagement, to assess and meet the need for affordable housing in rural areas including work with specialist rural</li> </ol>

housing providers, and rural housing enablers to provide Rural Exceptions sites and or Community Land Trusts.

11. Review assessments of viability in relation to affordable housing on specific sites when challenged by developers, employing the services of independent valuers where appropriate.
12. Assist the Principal Housing Enabling Officer to negotiate appropriate commuted sums in lieu of affordable housing on site in exceptional circumstances and ensure these are secured through appropriate legal agreements.
13. Ensure that the affordable housing needs of rural parts of Mid Sussex are met through specific initiatives such as Rural Exception sites and Community Land Trusts.
14. Undertake effective liaison with Registered Social Landlords and other affordable housing providers operating in the district or who may wish to operate in the district to ensure the new provision of appropriate affordable housing, including specialist accommodation for those who need accessible housing or who have care and support needs.
15. Assist the Principal Housing Enabling Officer with facilitation and monitoring of the delivery of new affordable housing by Registered Social Landlords and other providers in the district through the use of Government funding, MSDC funding, the providers own resources and other sources of funding.
16. Negotiating a range of affordable housing on each and every suitable site to meet all types and sizes of affordable housing need, including the need for fully adapted wheelchair units.
17. Ensure effective delivery of wheelchair adapted units in compliance with requisite standards and in partnership with developers, WSCC occupational therapy department and affordable housing providers.
18. Develop alternative and innovative means of securing affordable housing for those in need including promoting the development of new initiatives such as Community Land Trusts and Self-Build and Custom Build housing.
19. Assist the Principal Housing Enabling Officer on the Council's objective to bring Empty Homes back into use including advising on best practice, providing advice on bringing empty properties back into use, initiating enforcement action where appropriate and monitoring the numbers of empty properties in the District and the Council's performance in bringing these back into use.
20. Assist with the preparation of reports for the Council, Cabinet or Committees and attend meetings as and when required or provide information and advice in relation to matters within the postholder's responsibility.
21. Keep informed of relevant legislation, proposed legislation and associated guidance and best practice in relation to all aspects of the Housing Enabling function and to change or make recommendations to change the operation of the service as appropriate.
22. Deputise as necessary for the Principal Housing Enabling Officer in his/her absence in relation to areas of work within the postholders span of responsibility, representing them at meetings as required.

23. Undertake such other duties as the Head of Planning Policy and Housing Enabling may reasonably require.

### Generic Accountabilities of the Role

#### **Health & Safety**

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy.

#### **Equality & Diversity**

You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

#### **Learning & Development**

You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager.

#### **Competencies/Behaviours**

The following behaviours are expected to be demonstrated by all Mid Sussex District Council staff:

**Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honouring MSDC policies and all regulatory requirements.

**Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the Council.

**Communication:** Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.

**Team Player:** Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.

**Initiative:** Taking ownership of our work, doing what is needed without being asked, following through.

**Efficiency:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.

**Coach ability:** Being receptive to feedback, willing to learn, embracing continuous improvement.

**People management (for those with direct reports):** Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

### Other Duties

To undertake such other duties as may be reasonably required by the Assistant Director for Planning and Sustainable Economy and Head of Planning Policy and Housing Enabling.

### Special Conditions

It is a requirement of the post that the postholder holds a current driving licence enabling him/her to drive a car, and in this connection, you must ensure that your insurance cover includes use for your employers business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

Professional and Personal Attributes		
	Essential	Desirable
<b>Qualifications Educational and Professional</b>	<ul style="list-style-type: none"> <li>• Good level of general education at A Level or above or an appropriate level of experience</li> <li>• A high level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• CIH Professional Qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience working in social housing at a responsible level with specific experience of affordable housing development and supported housing.</li> <li>• Knowledge of housing legislation, social housing finance, the housing development process.</li> <li>• Knowledge of current issues facing local government.</li> <li>• Knowledge of housing needs assessment methodology.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge housing support commissioning and funding.</li> <li>• Understanding of the local authority's responsibilities for social housing allocations and nomination agreements.</li> <li>• Knowledge of choice based lettings schemes</li> <li>• Knowledge of housing needs assessment methodology</li> <li>• Knowledge of employment legislation</li> <li>• Knowledge of the benefits system and welfare reform.</li> <li>• Experience of developing new affordable housing initiatives.</li> <li>• Knowledge of the National Planning Policy Framework and the role of Local Authorities in relation to affordable housing planning matters.</li> </ul>
<b>Business Skills</b>	<ul style="list-style-type: none"> <li>• Presentation skills.</li> <li>• Able to produce clear concise reports</li> <li>• Able to assimilate, analyse and present complex information and data.</li> <li>• Customer service orientated.</li> <li>• Computer literacy and keyboard skills including both word and excel</li> <li>• Presentation skills</li> <li>• Influence and negotiating skills.</li> <li>• Budget or financial management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of commissioning services and of procuring services or capital expenditure to provide value for money and deliver on the Council's objectives.</li> <li>• Project management skills</li> <li>• Performance management skills</li> <li>• Effective delegation, negotiation, organisational, prioritisation and time management skills.</li> </ul>
<b>Political Skills</b>	<ul style="list-style-type: none"> <li>• Basic understanding of Local Government politics and governance</li> </ul>	<ul style="list-style-type: none"> <li>• Political intelligence and awareness</li> <li>• Ability to present information at Committees</li> </ul>
<b>Leadership Skills</b>	<ul style="list-style-type: none"> <li>• Effective problem solving skills.</li> <li>• Excellent inter-personal skills</li> <li>• Able to communicate effectively with other organisations, members, officers and the public.</li> <li>• Able to work on own initiative.</li> </ul>	

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to plan and co-ordinate a wide range of tasks whilst working under pressure</li> <li>• Personal integrity.</li> <li>• Able to work as part of a team</li> <li>• Proactive, flexible enthusiastic and positive approach to work</li> <li>• Commitment to high standards of Customer Service.</li> </ul>	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Able to remain calm under pressure</li> <li>• Able to adapt and react positively to changing demands and circumstances</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake occasional work outside normal office hours including responding to emergencies.</li> <li>• Full driving licence and use of car.</li> </ul>	
<b>Special Conditions</b>		

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed

The grade for this post is determined by Job Evaluation