# JOB DESCRIPTION

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| **JOB TITLE:** |  | New Homes Delivery and Disposals Programme Manager |
| **DEPARTMENT:** |  | New Homes |
| **POST NUMBER**: |  | 322 |
| **GRADE:** |  | Scale 8 |
| **ACCOUNTABLE TO:** | | Service Lead – New Homes |
| **LOCATION:** | | City Offices and any other of the City Council as required |

**DEPARTMENTAL ROLE:**

To develop proposals for new affordable housing development and to negotiate and deliver complex affordable housing schemes. To assess development site asset management strategies and redevelopment potential. To lead HRA and selected General Fund disposals work.

**DUTIES:**

1. To provide strategic and development advice in connection with the development of new Council housing, the acquisition of S106 homes, and to support affordable housing development by external partners. The post holder will be responsible for all stages of Council home development including analysis of acquisition opportunities, identification of Council assets, appraisals, site identification, financial appraisal, commissioning new schemes and managing delivery of large complex housing schemes.

1. To negotiate with developers, consultants, contractors, landowners and Registered Providers in order to directly provide or acquire homes, or enable the development of new affordable homes by Affordable Housing Providers.

1. To manage and supervise staff and or consultants in the delivery of new homes and asset rationalisation.
2. To identify Council assets and develop proposals for residential development or asset rationalisation.

1. To carry out financial appraisals of Council housing development proposals, and proposals provided by developers to discharge affordable housing obligations.
2. To negotiate and agree legal contracts with landowners and developers to achieve affordable housing development proposals.
3. To lead HRA and General Fund disposals to deliver capital receipts.

1. To develop and advise on housing development strategies and policies.

1. To review the success of projects in order to promote continuous improvements in policies, practices and products.

1. To lead on rural housing issues, including the supply and enabling of new rural housing developments.

1. To provide housing development advice to the Council’s Strategic Planning Team.

1. To liaise with other Council departments and Councillors with the aim of developing new affordable homes and the related housing strategies.

1. To work with Parish Councils and communities with the aim of delivering affordable housing.

1. To collaborate on bids for grant funding with external partner stakeholders, including other Councils and Government agencies, with the aim of developing new affordable homes.
2. To draft Cabinet reports to seek authority for new affordable housing schemes.

1. To deputise for Service Lead – New Homes in their absence.

**GENERAL INFORMATION:**

The above does not provide a comprehensive list of all the duties of the post holder. In the changing environment of affordable housing the post holder will be expected to adapt and respond to any relevant changes necessary in continuing to provide an effective service.

**Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

**Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity.  As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

**Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed…………………………………

Dated………………………………….