



Role Description and Employee Specification

Job Title:	Strategic Housing Specialist	Location:	Trinity Rd, Cirencester
Department:	Strategic Housing, Property & Assets	Service:	Strategic Housing
Reports to:	Head of Strategic Housing, Property & Assets	Working Hours:	37 hours
Salary:	£ 48,508 - £48,817 Per Annum	Peer Group:	PG-G6
Business World Post Number:	251012	Job Group:	Specialist Level 3
Contract Type:	FTC to 31 March 2028	Direct Reports:	

Overall purpose of the Post:	Contribute to the implementation of the Councils' Housing Strategy and delivery plans to meet the needs of the residents and communities within the District.
Key Tasks and Responsibilities:	<p>Support the development of housing related policies and partnerships.</p> <p>Manage engagement, data, intelligence, specific programmes and projects that contribute to affordable housing delivery.</p> <p>Provide expert advice to internal and external stakeholders on housing related planning matters.</p> <p>Provide input into housing related policies. Policy documents and the Local Plan.</p> <p>Work with Council officers, members, landowners, developers, agents etc to maximise the inclusion of Social and Affordable Housing in new developments within the parameters of Council Policy.</p> <p>Collaborate with Registered providers, Landowners, developers, Town and Parish Councils, Rural Housing Enabler, GRHP, Homes England etc to ensure that quality Social and Affordable Housing is provided where it is needed.</p> <p>Act as lead Instructing Officer relating to strategic housing in regard to negotiating, developing and implementing Section 106 Agreements for the Council.</p> <p>Act as the key contact with Planning Case Officers, housing options staff and other internal contacts to ensure that Social and Affordable Housing provision is evidence based.</p> <p>Develop and maintain efficient data and intelligence functions for the continuous assessment and review of the of the District's housing trends and issues.</p>

	<p>Ensure that the Council remains in Compliance with relevant government programmes and statutory returns relating to Strategic Housing.</p> <p>Work with others to manage arrangements to encourage Social and Affordable housing and support schemes to improve the delivery and quality of housing for all including Homeseeker Plus Applicants, older persons and vulnerable groups, socially and economically significant key workers, self-builders, travelling communities etc.</p> <p>Develop and maintain stakeholder engagement and communication plans to promote awareness of the Council's housing related activities.</p> <p>Working with other Local Authorities and Partners to contribute to the development of regional and sub-regional housing strategy, ensuring that the Council is well represented in their development.</p> <p>Identify innovative and sustainable options for the Council to take a leading role in ensuring the delivery of Affordable Housing.</p> <p>Monitor and influence the delivery of Affordable Housing through S106 obligations and the timely transfer to a Registered Provider.</p> <p>Good knowledge and practical understanding of Affordable Housing Delivery</p> <p>Understanding Government policy and funding regimes for Affordable Housing</p> <p>Experience of working with Registered Providers and Commercial Developers</p> <p>Stay up to date with housing regulations, laws and industry best practices to ensure compliance and informed decision making.</p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<p>Educated to degree level or equivalent relevant experience</p> <p>5 years working in housing or a relevant field</p> <p>Experience working in a Local authority, Registered Provider or other relevant organisation</p> <p>Knowledge of Policy, legislation and Best Practice regarding Housing Development/Delivery</p> <p>Knowledge of Project appraisals. Negotiation, Housing Needs assessments, Planning and Local Authority decision making processes.</p> <p>Ability to facilitate and manage ongoing Change.</p> <p>Ability to record, manage and process data with accuracy.</p> <p>Ability to work independently and as part of a team and within tight deadlines.</p> <p>Excellent written and verbal communication skills.</p> <p>Competent in a range of software packages including the Microsoft Office Suite.</p>
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<p>Knowledge and experience of Project Management.</p>
<p>General Accountabilities:</p>	<p>Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p>

	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>		
Date Reviewed:		Reviewed By:	
Checked by HR:		Date of Issue:	