

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job Description	Housing Strategy and Enabling Manager
Service:	Housing
Team:	Housing Strategy and Enabling
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Head of Strategic Housing and Delivery
Responsible for:	NA
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> • To maximise opportunities for affordable housing to meet housing needs within the borough, through the Council's strategic enabling role • Lead on new affordable housing strategies to deliver Corporate and Service Plan priorities • Develop the Waverley Housing Strategy and take the overall lead in monitoring delivery 	

- Provide expert knowledge and lead on identifying housing need, service developments and good practice across the housing sector
- Work with Councilors to implement the strategic aims and objectives on the Service
- Develop partnership working and work collaboratively to deliver affordable housing

MAIN DUTIES AND ACCOUNTABILITIES

- Lead on the development of Waverley's Housing Strategy
- Monitor and ensure implementation of the Housing strategy through regular progress reports
- Work closely with other Council Services to support the development of borough policies, strategies and projects aligned with the Housing Strategy
- Develop good working relationships with key stakeholders at local, national and regional level to understand and influence the strategic policy landscape, to ensure that housing resources and providers are fully mobilised to promote investment and meet local needs
- Identify and pursue opportunities to bring in external project or capital funding to help implement the Housing Strategy
- Ensure the Housing Strategy and its implementation are underpinned by a sound evidence base, including by assessment of current and future need for affordable housing, undertaking research including comparative standards, benchmarking and good practice
- Identify and progress development opportunities, including the housing element of Section 106 Agreements for large new developments, Rural Housing issues, developing issues such as Community Land Trust and supporting Parish and Town Councils to deliver small local housing schemes to meet local needs.
- Secure funding and land to work with a range of partners to deliver more affordable housing, in a range of tenures
- Lead on affordable housing issues to assist Approved Providers in drawing up schemes, providing advice and liaising between the Approved Provider and Planning Service where required
- Proactively create, build and strengthen effective internal and external relationships with key stakeholders in order to facilitate the development of a range of affordable housing products which are good value for money, sustainable and meet local, regional and national priorities
- Work collaboratively across all service areas and with other senior managers (including those from partners organisations and agencies) in order to deliver affordable housing, generate efficiencies and create synergies whenever possible
- Develop, set and implement affordable housing requirements for Development Control purposes
- Write affordable housing policies in partnership with Planning Policy Team for Local Plan purposes
- Act as the Council's 'Expert Witness' for planning applications, inquiries or appeals in relation to affordable housing matters, providing evidence relating to affordable housing and represent the authority as required
- Establish and implement policies and practice for the calculation of commuted sums on behalf of the authority where it agreed that off site provision is appropriate
- Examine and regularly review existing policies, practices, procedures and systems; recommend and introduce improvements or changes where appropriate, arising

- from changes in legislation or Council policy concerning new affordable housing
- Lead, manage and develop staff so they are capable of and motivated to achieve the Corporate and service aims and objectives
- Provide direct supervision to the Housing Strategy and Enabling Officer, ensure effective and supportive management arrangements are in place, undertake staff appraisals, ascertain training and development needs and devise appropriate training programmes, recognise and reward staff for excellent performance and deal effectively with poor performance
- Promote the creation of a management culture within the Housing Services which is customer focused, forward looking and flexible
- Be an ambassador for Waverley
- **Health and Safety**
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

DIMENSIONS OF THE ROLE

- The Housing Strategy and Enabling Team provides advice and assistance to planning officers on policy issues affecting the provision of affordable housing in the borough and on planning applications which trigger a requirement for affordable housing. The team plays a key role in gathering evidence through research to improve the Council's understanding of the local housing market.
- The Enabling Team work in partnership with approved providers and aim to develop on average 50 new affordable homes each year.
- The Housing and Strategy and Enabling Team currently comprises of 1 part time Housing Strategy and Enabling Manager with support provided by 1 part time Housing Strategy and Policy Officer (Scale 7) whilst the Housing Strategy and Enabling Officer is on maternity leave.
- It is proposed that this structure should be amended to 1 x part time Housing Strategy and Enabling Manager and 1 x part time Housing Strategy and Enabling Officer. The Enabling staff would perform functions of the service requiring specialist knowledge and skills.
- The team has a small budget of £8,500 per annum, which covers commissioning of reports, small projects such as customer satisfaction surveys and rural housing enabling functions.
- The team is also responsible for monitoring the Commuted Sum pot, which currently contains £52,000 of payments in lieu of affordable housing which can be used to develop new affordable homes. The enabling team also works to secure funding from the Homes and Communities Agency through the Affordable Homes Programme.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Lead on new affordable housing strategies to deliver Corporate and Service Plan priorities
- Develop the Waverley Housing Strategy and take the overall lead in monitoring delivery
- Lead on affordable housing issues to assist Approved Providers in drawing up schemes, providing advice and liaising between the Approved Provider and Planning Service where required

- Identify and progress development opportunities, including the housing element of Section 106 Agreements for large new developments, Rural Housing issues, developing issues such as Community Land Trust and supporting Parish and Town Councils to deliver small local housing schemes to meet local needs.
- Act as the Council's 'Expert Witness' for planning applications, inquiries or appeals in relation to affordable housing matters, providing evidence relating to affordable housing and represent the authority as required
- Examine and regularly review existing policies, practices, procedures and systems; recommend and introduce improvements or changes where appropriate, arising from changes in legislation or Council policy concerning new affordable housing
- Lead, manage and develop staff so they are capable of and motivated to achieve the Corporate and service aims and objectives

PLANNING/ORGANISING/CONTROLLING

- Proactively create, build and strengthen effective internal and external relationships with key stakeholders in order to facilitate the development of a range of affordable housing products which are good value for money, sustainable and meet local, regional and national priorities
- Work collaboratively across all service areas and with other senior managers (including those from partners organisations and agencies) in order to deliver affordable housing, generate efficiencies and create synergies whenever possible

CUSTOMERS AND CONTACTS

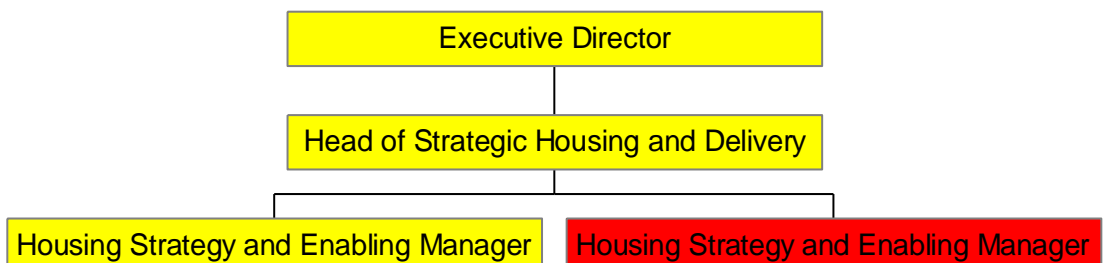
INTERNAL

- Development Control, Planning Policy, Development Team, Democratic and Legal Services, Finance Services, Corporate Management Team, Members of the Council

EXTERNAL

- Communities and Local Government, Registered Providers, Private Developers, Surrey Enabling Officers, Rural Housing Enablers, Parish and Town Councils, Landowners, Housebuilders, Homes and Communities Agency, Planning Agents, architects, voluntary and statutory organisations

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Demonstrate extensive experience of working in a Local Authority Housing Service/ Planning Service/ or Registered Provider in delivering affordable housing	A/I	Demonstrate competence in researching issues and producing housing strategies	A/I
	Educated to degree level	C	Managing staff	A/I
	Member of the Chartered Institute of Housing	C		
KNOWLEDGE /TECHNICAL SKILLS	Detailed knowledge of relevant housing and planning legislation, in both the local authority and housing association sector; demonstrating accurate knowledge and assessment of current Government objectives	A/I	Awareness of Safeguarding	A/I
COMMUNICATION	Excellent communication skills	A/I	Coaches others on giving and receiving difficult messages	I
	Negotiate successfully with a range of stakeholders	A/I	Promotes a culture of open communication and consultation	A/I
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I	Ability to respond to changing priorities	A/I
	Be an ambassador for Waverley; provides opportunities for others to develop initiatives to improve customer services	A/I		A/I

TEAM WORKING	Develop partnership working and good working relationships	A/I		A/I
	Actively promotes networking, collaboration and joint working across organisational boundaries	A/I		
	Works collaboratively, developing and encouraging effective strategic partnerships across public, private and voluntary sectors	A/I		
MANAGING SELF AND OTHERS	Ability to effectively organise, plan and prioritise own work and work of others to meet deadlines	A/I	Analytical and innovative approach to problem solving Experience of building strong strategic alliances through partnerships and other professional networks	A/I
	Stays calm and focussed under pressure	A/I		A/I
CAN DO APPROACH / ACHIEVING RESULTS	Develops clear and relevant measures to monitor performance against targets and milestones	A/I	Translates strategic objectives and priorities into operational plans	A/I
	Supports others to adapt and change	A/I	Champions new initiatives	A/I
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I		
	Full and valid driving licence and use of a car during working hours	A/I		

	Ability to occasionally work evenings (e.g. attending Parish Council/Planning Committee meetings) as required	A/I		
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How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Housing Strategy and Enabling Manager	Post no:	HB01MAT
Service:	Housing Strategy and Delivery	JE score:	506
Team:	Housing Strategy and Enabling	Pay band:	4
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Part time, maternity cover/temporary contract 22.5 Hours/ 3 day week Monday, Tuesday and Wednesdays
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	4	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	Head of Housing Strategy and Delivery	DATE:	December 2018
CHECKED IN:	Human Resources	DATE:	December 2018
LAST UPDATED:	December 2018	DATE:	December 2018