
Recruitment information

Job description and person specification

Your title	Strategy & Enabling Manager
Post number	CS101
Your team	Housing Services
You would be based	Civic Centre, Esher
Your line manager	Head of Housing Services



Elmbridge
Borough Council

... bridging the communities ...



About the role

The role is varied, with a broad range of responsibilities. You will be adaptable, a problem-solver and able to work positively with a range of colleagues and outside agencies.

Managing a small team, you will be the go-to person in enabling the delivery of affordable housing within Elmbridge.

You will have a key role in developing, delivering, monitoring and reviewing housing-related, strategies, policies and projects and will be the lead for the department in relation to communications, equalities and other corporate priorities.

We have resumed involvement in the delivery of housing, both directly and through the establishment of a housing company, EBC Homes Ltd. You will play a key role in both, not only by guiding what additional homes are delivered but also by acting as the client in respect of the ongoing management of these properties.

The main purpose of the role:

To enable the delivery of affordable housing within Elmbridge, through the planning system, the development of council-owned sites and the allocation of council funds to support the provision of additional affordable housing.

To formulate, deliver, monitor and review a variety of housing-related strategies, policies and projects working both with colleagues and partner agencies.

To commission a range of services and monitor contracts, both for the Housing Service and EBC Homes Ltd, with a focus on value for money, statutory compliance and delivering positive outcomes.

Specific duties and responsibilities

1. To research and prepare committee reports / briefing papers and to present reports to officers / members as required.
2. To negotiate with private developers, affordable housing providers and / or landowners to optimise the delivery of affordable housing on development sites through the planning system, taking account of financial viability and other policy considerations
3. To provide consultation responses on behalf of Housing Services on relevant planning applications and to help draft and finalise section 106 agreements to secure planning obligations relating to affordable housing.
4. To monitor and report progress on the development of affordable housing within the borough to colleagues and members, gathering information from affordable housing providers and other developers.

5. To identify potential opportunities, assess applications and make recommendations for use of the council's Affordable Housing Enabling Fund to support the delivery of additional affordable housing
6. To liaise with affordable housing providers, including EBC Homes Ltd, to bring forward development programmes that align with council priorities
7. To liaise with partner agencies, such as Surrey County Council, Clinical Commissioning Groups, Homes England and providers of housing and housing-related support, to facilitate the delivery of housing with support for vulnerable groups
8. As part of a team, to bid for external funds to help address local challenges and to oversee management and monitoring of any initiatives that result (e.g. tackling rough sleeping)
9. To commission services and manage contracts on behalf of the Council and EBC Homes Ltd, to include the provision of housing management services for the council and EBC Homes' affordable housing stock
10. Working with colleagues, to oversee both mobilisation of new housing schemes delivered by the council or EBC Homes Ltd and resolution of any day-to-day queries that arise in relation to the management of new and existing schemes
11. To be the communications lead for Housing Services – in respect of the council's communication channels, helping respond to press enquiries and dealing with Freedom of Information requests
12. To assist with the development, delivery, monitoring and review of housing-related strategies, policies and procedures
13. To represent the council's housing service at a range of internal and external meetings and develop and take forward opportunities for joint working and adoption of best practice, where appropriate
14. To manage the research function for Housing Services, either overseeing in-house research / data collection or commissioning from an outside agency
15. To co-ordinate the preparation and ongoing monitoring of Housing Service's annual service delivery plan and related performance indicators
16. To oversee the collation of statistical returns across Housing Services to the Ministry of Communities, Housing and Local Government (MHCLG).
17. To build and maintain effective partnerships with other services in the council and with a range of external partners – including affordable housing providers, statutory agencies, voluntary and community groups and other local authorities.
18. To lead, motivate and manage the Strategy & Enabling Team including target setting and performance management, regular supervision and one to ones.
19. To deputise for the Head of Housing Services, as and when required.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Strategy & Enabling Manager

Post No: CS101

Team: Housing

Hours: 36

Salary: £45,341 - £48,491 (PO44-47)

Car Allowance: C4

Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
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Qualifications and Education			
1.	Educated to degree level or equivalent	Desirable	(A)
2.	A-C grades at GCSE or equivalent for Maths & English Language	Essential	(A)
3.	Member of the Chartered Institute of Housing	Desirable	(A)

Experience			
4.	At least two years' experience of working in a local authority housing department / registered provider or voluntary sector housing organisation	Essential	(A) (I)
5.	Previous significant involvement in policy / strategy development	Essential	(A) (I)
6.	Negotiation of affordable housing delivery through section 106 agreements	Desirable	(A) (I)
7.	Experience in staff management	Desirable	(A) (I)
8.	Experience of commissioning services and managing contracts, preferably in relation to housing services	Desirable	(A) (I) (T)
9.	Experience of managing budgets and setting budgets	Desirable	(A) (I)
10.	Experience in delivering an affordable housing management service or commissioning and monitoring a contract for delivery of such a service	Desirable	(A) (I) (T)

Knowledge, skills and abilities			
11.	Ability to prepare clear reports and briefings on complex issues	Essential	(A) (I) (T)
12.	Good presentation skills	Desirable	(A) (I)
13.	Excellent interpersonal and communication skills	Essential	(A) (I)
14.	Ability and experience of developing strategy documents, policy documents and operational procedures		(A) (I)
15.	Working knowledge of the economics of housing delivery, including financial viability and affordable housing development	Desirable	(A) (I) (T)
16.	Political awareness and tact	Desirable	(A) (I)
17.	Ability to advise, influence and collaborate through effective collaboration, including building relationships, colleagues, partner agencies and stakeholders in a variety of contexts	Essential	(A) (I)
18.	Ability to lead, motivate and support a team	Essential	(A) (I)

19.	Clear understanding of how to manage and monitor performance of the service and individual officers	Essential	(A) (I)
20.	Ability to make autonomous decisions and to plan, organise and prioritise workloads	Essential	(A) (I)
21.	Awareness of the challenges and issues facing local housing authorities and national policy context	Essential	(A) (I)
22.	Skilled in managing or undertaking research	Desirable	(A) (I)

Special requirements			
23.	Hold a current full driving licence	Essential	(A)
24.	Access to a car when required for occasional business use	Essential	(A)
25.	Attendance at evening meetings and visits as necessary.	Essential	(A)