**Job Description**

DIRECTORATE: Chief Executive’s Directorate

**DEPARTMENT:** Housing and Community Regeneration

**POST:** Senior Housing Project and Development Officer

**GRADE OF POST:** GR10

**RESPONSIBLE TO:** Strategic Policy and Development Manager

**JOB PURPOSE:**

To work with internal and external partners to develop and deliver housing related initiatives including policies, strategies and projects.

To take forward and lead specific projects and plans, which ensure the efficient and effective delivery of services and stimulate innovation across all service areas.

To work in partnership with RSL’s and the private sector working creatively and innovately to maximise the use of housing grants to increase the number of accommodation units in the borough.

To maximise opportunities for grant funding and the development of new initiatives to increase the housing options and opportunities and support regeneration opportunities for the borough.

To lead on business and service planning, monitoring and evaluation to ensure all reporting requirements are met.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* To work in collaboration with internal and external partners to develop new initiatives and take forward and lead specific projects and plans, which ensure the efficient and effective delivery of services and stimulate innovation across all service areas.
* Lead on the maximisation, allocation, and management of Social Housing Grant for the council ensuring that it supports corporate priorities.
* Support the co-ordination of RSL grant expenditure, liaising with internal colleagues such as planning and housing solutions to determine housing need and provide information and guidance to RSL’s to support future development sites.
* Explore additional grant opportunities such as the Housing Innovation Grant, working within the context of the Empty Properties Strategy explore options for the use of private sector empty properties grant and loan funding or other initiatives to provide creative solutions to housing need and development opportunities.
* Monitor the use of the Social Housing Grant allocated to BCBC to maximise the development of social and affordable housing within the borough and maintain a PDP on SHG spend and report to Welsh Government as required.
* Put in place sound programme management structures, processes and documentation, to enable strategic oversight of the grant spend and opportunities, ensuring systems are in place for review and reporting on performance against targets and the provision of reports and presentations on progress.
* Contribute to the overarching business plan and service plan objectives for housing and community regeneration ensuring the relevant information is collected and reported to meet business plan deadlines.
* Play a key role in specific projects and taking part in defining strategic objectives for Housing and Community Regeneration and the delivery of robust operational and service plans and business cases for investment.
* Contribute towards the development of strategies for addressing future demand for affordable housing provision. In particular the Council’s Housing and Homelessness Strategies, Empty Properties Strategy Strategic Housing Market Assessment, and to take the lead in monitoring the objectives and outcomes set out in the Strategies.
* Support the Council’s statutory duty to produce a Gypsey and Traveller Accommodation Assessment and report to Welsh Government and to lead on the implementation of actions arising from the CTTA.
* To assist in the statutory Welsh Government bi-annual Caravan count
* To deal with all FOI inquiries for housing services.
* Ensure that all monitoring and recording is in place to meet all reporting requirements internally and externally.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Childrens IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

# Person Specification

**Senior Housing Project and Development Officer**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation/Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * Degree or equivalent level professional qualification in housing or a relevant technical subject and an ability to demonstrate competence through experience.
* A member of a relevant professional body.
 | (√)  | Production of original Qualification Certificates and application form.  |
| **Knowledge & Experience****Knowledge & Experience Continued** | * Experience of setting up and developing new services.
* Experience of developing robust performance monitoring to ensure quality compliance and service improvement.
* Experience of liaising and negotiating with internal and external partners to develop service delivery.
* Experience of communicating effectively to a wide range of audiences.
* Knowledge of local authorities and RSL’s relating to the framework in which social housing operates.

 * Knowledge of funding, standards, legal issues and social housing law.
* Significant experience of monitoring and reviewing service standards.

 * Experience of project management.
* Experience of developing policies and procedures.
* Significant experience of collating and analysing data to inform service planning and development.
* Line management experience.
 | (√)(√)(√)(√) (√)(√) | Interview, application form and selection process. Interview, application form and selection process.  |
| **Skills & Personal****Qualities** | **Leading & Motivating** * Provides clear and equitable leadership, motivating others to maximise their performance.

**Creativity*** Develops creative and innovative solutions to complex problems. Actively seeks out best practice.

**Building Effective Partnerships** * Develops productive working relationships with staff group, colleagues and all potential partners in service delivery.

**Communication** * Writes clearly and succinctly, conveying key information effectively and creating a positive impact. Speaks in a clear and confident way, getting the key points across to a diversity of audiences.

 * Expert in use of windows based applications, MS Office including Email and internet based technologies.

**Managing Finance** * Understands financial information, managing budgets effectively and ensuring financial propriety.

**Planning Strategically** * Ability to relate research to policy; and policy to operational and service delivery issues.
* Ability to think strategically, to formulate clear judgements and to recommend appropriate courses of action.
* Ability to work effectively in a political environment.
* Ability to work flexibly and proactively.
* Ability to communicate through the medium of Welsh.
 | (√)(√)(√)(√)(√) | Interview, application form and selection process.  |