

Job description

Job title: Housing Policy and Enforcement Manager

Post number:

Section: Housing Service, People and Places

Band: G

Responsible for: Housing Enabling Officer, Senior Private Sector Housing Officers x 2, and Private Sector Housing Support Officer, alongside indirect line management of external contractors.

Responsible to: Head of Housing

Purpose of post:

To manage the Council's Housing Policy and Enforcement team which includes developing strategies and plans to meet the district's housing needs, by enabling a robust affordable housing programme is developed and delivered.

To oversee the development, consultation and implementation of housing policies, procedures and systems.

To oversee the enforcement of the private sector housing policies and regulations and standards within the private sector, monitoring compliance with housing policies, procedures and regulations.

To oversee the delivery of the Housing Strategy, Empty Homes Strategy and Private Sector Housing Grant and Enforcement Policies.

To work with the Housing Enabling Officer to maximise the opportunities for the delivery of affordable housing with partner Registered Providers, Homes England and Health and Social Care partners, developing bids for external funding and managing housing delivery projects.

To support initiatives to improve the energy efficiency of homes in the District.

Key activities:

To create a robust evidence base to inform and support the Housing Strategy and its delivery, outcome assessments and performance monitoring. Using the evidence base, develop a better understanding of the issues and housing needs of specific groups to include but not exclusively, older people, first time households, gypsies and travellers,

people with disabilities and military households. This will help inform the district and countywide policy framework to assist with housing delivery.

To develop an understanding of and contribute to the services knowledge of all housing needs in the district and means of identifying need.

To ensure local housing market data is available and updated on a regular basis and commission relevant surveys to identify housing need.

To promote, support and facilitate the development of aspirational housing and extra care in line with the Council's priorities and policies.

To work with Planning to update information on residential sites in the district.

To undertake the Council's important enabling role, to be innovative and able to successfully negotiate affordable housing initiatives overseeing complex negotiations and this includes preparing legal documentation.

To work with the Housing Enabling Officer and Strategic Planning Manager to carry out housing related projects and produce housing related policies. To sustain close working relationships with the Registered Providers and appropriate agencies operating in the district.

To develop and deliver the district's affordable housing programme and liaise with Registered Provider partners to enable development of schemes, bids and initiatives which meet key strategic needs and priorities.

To develop bids, initiatives and projects to maximise Government and other external funding to meet the Councils priorities and to ensure the effective monitoring and submission of necessary forms.

To project manage and implement complex housing delivery projects/initiatives.

To attend Kent wide meetings where appropriate including Kent Housing Group Strategy and Enabling Sub Group.

To maintain a knowledge of new ideas and developments in national policy and ensure appropriate research and information gathering is undertaken.

To provide strategic management to the Private Sector Housing team ensuring that all regulatory and legal requirements are met in relation to private sector housing including delivery of disabled facility grants, HMOs, empty homes and park home licensing.

To lead, line manage and formulate work programmes for the 2 Senior Private Sector Housing Officers, Private Sector Housing Support Officer and Housing Enabling Officer and monitor and evaluate performance in relation to agreed priorities, alongside indirect line management of external contractors.

To manage staff resources and to provide appropriate support on policy, service development and new initiatives to SMT, elected Members, Parish and Town Councils.

To work in partnership with other Council Services and relevant agencies to facilitate and support projects which meet housing needs and to remove barriers and resolve problems.

To review and analyse the performance of the Housing service in relation to key strategic targets, local indicators, risk management, data quality, Value for Money, etc.

To ensure the completion and submission of a range of statutory and non-statutory data returns to Government and other agencies.

To monitor of performance of West Kent Housing Association in relation to meeting requirements of the Partnership Agreement document and delivery of other key strategic targets.

To provide Member briefings, attend Advisory Committees, Portfolio Holder briefings, Cabinet meetings.

To liaise with, support and update the Head of Housing. Deputise for the Head of Housing when required.

To formulate responses to key consultation documents.

To encourage, enable and support projects with the voluntary sector and health providers to meet the needs of homeless and vulnerable people in the district.

To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.

To ensure the induction/training of new staff by mentoring and job shadowing

To participate fully in the Council's staff appraisal scheme.

To comply with standard employee health and safety at work responsibilities.

To manage internal and external funding and risk assessment for the team.

To comply with the Council's Equal Opportunities Policy.

To comply with the Council's Safeguarding Policy.

To embrace the values and behaviours of the Council.

To work out of hours as necessary to deliver the services required by the Council for example during the evenings or weekends.

To carry out any other related duties as may be directed from time-to-time by the Head of Housing.

Location

Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG

Person Specification

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Post number:

	Essential	Desirable
Approach	<p>Ability to inspire and lead a team of officers to achieve excellent outcomes.</p> <p>Strategic thinking - ability to identify, analyse and evaluate issues.</p> <p>Success in working in association with partner agencies.</p> <p>Willingness to undertake and provide relevant training.</p> <p>Organised, with an ability to prioritise and manage own workload and monitor that of the team.</p> <p>A helpful, customer and outcomes focused approach</p> <p>Ability to respond appropriately at short notice to non-routine matters.</p> <p>Ability to deal effectively with emotive and difficult situations.</p> <p>A commitment to achieve deadlines, targets, and Performance Indicators.</p> <p>Ability to effectively communicate with and relate to the team, Head of Service, Chief</p>	<p>Professional qualification in strategic housing, or management qualification eg Chartered Institute of Housing or other relevant professional body membership.</p>

	Essential	Desirable
	<p>Officer, Strategic Management Team and Members.</p> <p>Willingness and ability to take the lead in appropriate circumstances.</p> <p>Ability to work outside normal office hours when required.</p>	
Skills and experience	<p>Substantial post qualification experience of working to plan and deliver activity in housing strategy in order to meet statutory requirements within the service area.</p> <p>Knowledge of current housing legislation and guidance.</p> <p>Demonstrable experience in the following:</p> <ul style="list-style-type: none"> • Housing Strategy and Policy formation • Assessment of housing need • Private sector housing • Housing enabling <p>Understanding of the planning process.</p> <p>Extensive experience of negotiation, of organising/delivering effective consultation and participation with representatives of other public and private organisations and businesses, consultants and agents, a wide range of community groups and members of the public.</p> <p>Management experience of multi-agency and multi-disciplinary partnerships, and political awareness.</p> <p>Experience of developing effective working relationships</p>	<p>Understanding of commercial decisions in provision of housing schemes.</p> <p>Private sector delivery of housing solutions.</p>

	Essential	Desirable
	<p>with key partners eg MHCLG, Homes England, Registered Provider partners; and significant landowner and developer partners.</p> <p>Ability to deal with complex numerical, funding situations and procedures.</p> <p>In depth knowledge of rural enabling.</p> <p>Ability to plan and co-ordinate at a strategic level.</p> <p>Knowledge of the key issues facing social housing particularly regarding:</p> <ul style="list-style-type: none"> • Targeted Review of Local Housing Needs. • Housing enabling/development • Homelessness Reduction Act • Private sector housing issues <p>Able to gain the trust, influence, negotiate and work with a diverse range of organisations, partners, and individuals to achieve excellent and shared outcomes for the Council.</p> <p>Experience of managing people and teams to contribute actively to corporate and directorate objectives.</p> <p>Demonstrable success in budget management and project development, commissioning, and delivery.</p> <p>Proven experience in managing performance monitoring and evaluation systems and processes.</p>	

	Essential	Desirable
	<p>Ability to analyse performance indicators to inform change.</p> <p>Understanding of legislation and best practice relating to community safety, health, and leisure issues.</p> <p>Excellent customer satisfaction skills</p> <p>Excellent communication, networking and inter-personal skills with the public, community forums and other agencies.</p> <p>Demonstrable problem-solving skills.</p> <p>Skilled in the use of standard packages such as Word; Excel; PowerPoint; Outlook; and internet research skills.</p> <p>Good written and verbal communication skills</p> <p>Full driving licence.</p>	
Qualifications	Educated to degree level or equivalent relevant working experience, or 5 years working in a similar role.	Professional qualification in strategic housing, or management qualification eg Chartered Institute of Housing or other relevant professional body membership.
Other		