**Job Profile comprising Job Description and Person Specification**

**Job Description**

|  |  |
| --- | --- |
|  **Job Title:** Head of Enabling and Special Projects | **Grade**: MG3 |
| **Section:** Strategy, Compliance and Enablement Division | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Assistant Director of Housing Strategy, compliance and Enablement | **Responsible for following staff:**2 x Affordable Housing Enabling Officers1 x Home Ownership Team Manager1 x Specialist Housing Occupational Therapist |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The post holder is the Councils’/SSA’s main contact point and expert on matters relating to the delivery of affordable housing and liaison with housing associations and other housing providers. This includes negotiating and agreeing delivery of affordable housing with private developers and registered providers and negotiating and agreeing commuted sum payments for both Councils with third parties to support both boroughs affordable housing development ambitions and targets. The benefits of successful delivery, with the Head of Enabling and Special Projects the lead and responsible, is significant. For each low-cost rent unit delivered the benefit from in kind savings to the General Fund is circa £120K - £150K for Richmond and similarly for Wandsworth. Commuted sums also support a range of affordable housing development activities.

The post holder is responsible for providing strategic advice, analysis, performance, business planning and support on enabling housing development and other projects to Directors, the Chief Executive and leading members of both boroughs.

Head of Service with overall responsibility for Wandsworth Council’s Homeownership Team and delivery of homeownership and mobility initiatives, administration of Right to Buys and sale of freeholds and acquired properties. Activities require Head of Service and Homeownership Manager to maximise RTB, freehold and property sales to secure receipts to support the Council’s Housing Revenue Account.

Provides high quality services to both Councils to meet housing strategy, policy and business objectives aimed at maximising the delivery of affordable housing and other forms of housing which benefits and meets the housing needs and demands of the resident and worker populations of the councils.

Working with the Planning Service, responsible for maximising, enabling and negotiating delivery of affordable housing on all sites including supported housing, low-cost homeownership and rent.

Responsible for the management of related staff and revenue budgets. This includes commissioning of feasibility studies and other related procurement which assists in effectively delivering the main objectives of this post.

Responsible for the significant capital budget available in both Boroughs to support affordable housing development and related activity. Responsible for maximising, commuted sums agreed for affordable housing purposes that underpin key housing delivery programmes for the councils. Leads on council bids for GLA housing grants and will support other organisations seeking such funding to support affordable housing delivery.

**Specific Duties and Responsibilities**

1. Lead for all matters relating to the delivery of affordable housing for both Richmond and Wandsworth councils. The role is of significant importance and involves proactive working by the postholder and team with internal and external partners and parties to negotiate the maximum level of affordable housing provision. The post is also responsible for negotiating commuted sum payments to support affordable housing development and their disbursement.
2. Head of Service with overall responsibility for all low-cost homeownership related initiatives supported and promoted by Wandsworth Council including Right to Buy and the House Purchase Grant Scheme. Administration involves meeting statutory and audit requirements in the administration of Council grant funding schemes and securing RTB receipts for use by the Council to support HRA related activity. This means ensuring the proper use of circa £4m of budgets to support HPGs and maximising receipts received through RTB sales.
3. Overall responsibility for the sale of Council freeholds and acquired properties ensuring administration and process is followed to meet statutory and delegated authority requirements and that the maximum level of receipts is secured.
4. Oversees administration of Wandsworth Council’s low-cost homeownership waiting list and related marketing and prioritisation of such housing. This also includes arrangements in place/to be developed to prioritise and market intermediate rent housing.
5. Head of Services for the Homeownership Team with direct line management of the Homeownership Manager who takes responsibility for the day-to-day management of the Homeownership Team, management and disbursement of budgets and related work and initiatives. Leads and is responsible for the effective management of the Housing Enabling and Projects Team including recruitment, training and development, objective setting, performance appraisal and supervision.
6. For both councils has lead responsibility for maximising, enabling and negotiating delivery of affordable housing on all sites including supported housing, low-cost homeownership and rent. Provides expert advice to planning and legal colleagues on all affordable housing matters through the planning process including representing the Council’s interests at pre application meetings and appeal hearings. Provides expert advice and direction on complex financial viability appraisals. Supports and as relevant to the role directs the drafting of S106 Agreements and unilateral undertakings relating to affordable housing to ensure the Council’s housing objectives and requirements are met. On housing related matters, represents the Councils at planning committees and as required other committees.
7. Is responsible for the delivery of the GLA Affordable Housing Programme maximising investment in the borough by evaluating and supporting bids, using Council resources as effectively as possible to lever in additional investment and monitoring the delivery of the programme. Proactively monitors the progress of PRPs in delivering their housing programmes in the boroughs’. Ensures Registered Providers use their own funding within the boroughs to maximise local delivery, through negotiating delivery plans with key partners.
8. Provides support as required to the Head of Development in the delivery of the Council led development programme. This will include supporting the Head of Development in seeking GLA affordable housing grant to support the programme and providing OT advice through Housing OT specialist.
9. Responsible for new initiatives aimed at increasing housing options through use of planning powers and Housing Capital Programme budgets held by both Councils to secure value for money and agreed outcomes. In liaison with the Director of Resources and Head of the S 106 Team, to monitor and review affordable housing commuted sums, both secured in legal agreements and paid in, make recommendations on their expenditure, forecast spend and identify adjustments to spend.
10. Responsible for liaison with Property Services to ensure that opportunities for resident focused and affordable housing development are maximized and taken forward including marriage value opportunities. Commissions consultancy services, as required, to support resident focused and affordable housing development.
11. Works proactively with identified landowners and interests to assist in bringing sites forward for development. Sites where the Council’s support and intervention provides clear benefits to Wandsworth borough in relation to residential accommodation and other identified outcomes (e.g. area regeneration, improvement of facilities).
12. Produces the Annual Affordable Housing Update Reports for both Councils providing analysis of delivery, pipeline and changes required in order to continue to maximise the delivery of affordable housing and resolve factors that are blocking housing delivery. Working with Head of Services for the Homeownership Team updates and makes recommendations as they relate to the functions of the Homeownership Team and related schemes and initiatives to better meet the Council’s objectives. The role also includes being involved in and informing related planning and other policies and strategies to secure maximum affordable housing delivery and housing policy objectives.
13. Provides advice and guidance to Directors, Lead Members on housing development and with the Head of Services for the Homeownership Team on homeownership matters and attends relevant Committees and Cabinet, as required.
14. Provides the Council’s monitoring and scrutiny arrangements for Private Registered Providers to improve housing standards and, where appropriate, to identify and seek to improve PRP practices where these falls short of the service standards expected. Instigates meetings with staff of registered providers to inform and ensure effective communication.
15. Given the significant financial benefit to the Council of housing association social rent nominations, ensures that nomination entitlements to PRP dwellings are maintained and that the appropriate levels are achieved maximising the number dwellings available to the Council.
16. Responsible for ensuring maximum take-up of intermediate housing allocations to the workers and residents of the respective boroughs. This involves, as required and with the Homeownership Team, agreeing marketing campaigns and affordability criteria that is consistent with the Section 106 Legal Agreement with PRPs and borough key worker employers such as health trusts. In Wandsworth, this work will involve coordination with the Council’s Homeownership Team who take a lead on these matters.
17. Lead on joint working with Children’s and Adults’ Social Services, including Achieving for Children (AfC) to enable the development of adapted and supported housing for the Council to meet identified needs and requirements. To this end to attend the Housing and social Services Strategy Group and provide information and updates on affordable housing opportunities. This includes the re-purposing of existing schemes and the development of new schemes.
18. To work in liaison with the Council’s Specialist Housing Occupational Therapist and the Planning Services in both boroughs, in securing the highest standard of wheelchair housing to meet the requirements of eligible households through negotiation with developers and Registered Providers and securing obligations in Legal Agreements
19. As directed by the Assistant Director of Strategy, Compliance and Enablement, to consider, review and as required report on special projects outside the delivery of mainstream affordable housing, in liaison with the Head of Property Services, Head of SLLP and Director of Resources as appropriate

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

* To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
* To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

**Team structure**

 *.*

Assistant Director Strategy, Compliance and Enablement

 *.*

 *.*

 *.*

Head of Enabling and Special Projects

 **.**

 **………………………………………………………………………………………………….. . . . . .**

 **. . . .**

 **. . . .**

Affordable

Housing Enabling Officer

Affordable

Housing Enabling Officer

Home Ownership Team Manager

Specialist Housing Occupational

Therapist

**Person Specification**

|  |  |
| --- | --- |
|  **Job Title: Head of Enabling and Special Projects** | **Grade**: MG3 |
| **Section: Strategy, Compliance and Enablement** | **Directorate:** Housing and Regeneration |
| Responsible to: Assistant Director of Strategy, Compliance and Enablement | Responsible for: 2 x Affordable Housing Enabling officers.1 x Head of Home Ownership Team1 x Specialist Housing Occupational Therapist |
| **Post Number/s:** | **Last Review Date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Think bigger** means our work is important and challenging. It takes a mix of vision, idealism and ideas to do it well. We use our imagination and creativity to see further, solve problems and make positive change. We find time to plan ahead. We’re ambitious. We’re not afraid to do things differently or challenge the status quo.

**Embrace difference** means our energy and empathy, our strength and idea come from our mix of different minds. Whoever you are, whatever age, gender, sexuality, ethnicity or cultural background, whatever health conditions or impairments you may or may not have, whatever we think and whatever we believe, we support each other to bring our unique perspectives and experience to work. We don’t stand by; we stand up for each other’s differences and call out bad behaviour when we see it.

**Lead by example** means whoever we are, whatever we do and whatever role we play, we can all show leadership. We all bring different skills and experience, and we are unified by the pride we take on our work and by the standards we set on behalf of our residents. We are always ready and ready for anything. We’re dependable, we strive to improve, and we support each other. Whoever we are and whatever we do, we’re prepared to step up and take responsibility.

**Connect better** means we are a big team working across two boroughs. They way we connect, share and collaborate with each other and our partners makes the difference to our residents. We’re open to ideas and inspiration from different places across our organisation and beyond. We build bridges and break down barriers inside and out. We are ready to adapt and adjust to get the most out of working with each other.

**Put people first** means our work is about people. About how, as people, do the best we can to help the people of Richmond and Wandsworth thrive. We put ourselves in other person’s shoes. We treat each other with compassion and respect. And whatever we do, we focus on what it means for the people we work with and the people we serve.

**Experience**

Excellent written and oral skills to provide clear and concise messages in a variety of internal and external contexts. A/I/T

Significant experience of using standard IT packages to an advanced level as required for the role. This may include report writing (Word), presentations (PowerPoint) and manipulating statistical data (Excel). A/I/T

**Qualifications**

Educated to degree level and a relevant qualification or equivalent by experience.

A – Application form

I – Interview

T – Test

C – Certificate

|  |  |
| --- | --- |
| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Comprehensive knowledge of the (affordable) housing development process from feasibility to completion including financial, legal and planning policies and processes and utilisation/application of same | X |  | A/I |
| Comprehensive knowledge of the private registered provider sector and of dealing with complaints relating to housing association management performance. |  | X | A/I |
| Extensive knowledge and experience of dealing with a range of agencies including the GLA and HCA to the benefit of local authority affordable housing delivery programmes | X |  | A/I |
| Experience of the affordable housing financial appraisal process  | X |  | A/I |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Proven experience of successfully managing own workload, including delivering a diverse work programme to time, and enabling and overseeing the delivery of affordable housing and innovative resident focused housing products including supported housing | X |  | A/I |
| Proven experience of managing budgets including allocating resources to enable the development of affordable housing and procurement of services to assist in the delivery of affordable housing |  | X | A/I |
| A significant level of experience and a proven track record of partnership working with internal and external agencies as relevant for this post | X |  | A/I |
| Experience of working in a political environment, recognising and handling in an appropriate manner confidential or sensitive information. | X |  | A/I |
| A thorough and up to date knowledge of local government responsibilities and requirements particularly as these relate to this post | X |  | A/I |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Excellent negotiation, communication and presentation skills.  | X |  | A/I/T |
| Proven experience of successfully managing and being responsible for large budgets and flexibly deploying members of staff to different areas of work as appropriate | X |  | A/I/T |
| Ability to analyse and interpret complex and diverse data and to evaluate options. | X |  | A/I/T |
| Ability to communicate effectively and authoritatively both orally and in writing with councillors, officers, partner organisations and the public |  | X |  A/I |
| Excellent written and oral skills to provide clear and concise messages in a variety of internal and external contexts | X |  | A/I/T |
| Significant experience of using standard IT packages to an advanced level as required for the role. This may include report writing (Word), presentations (PowerPoint) and manipulating statistical data (Excel | X |  | A/I/T |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Educated to degree level and a relevant qualification or equivalent by experience | X |  | C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**