

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Affordable Housing Enabling Officer	Grade: PO5
Section: Housing Strategy, Compliance and Enablement	Directorate: Housing and Regeneration
Responsible to following manager: Head of Enabling and Special Projects	Responsible for following staff: N/A
Post Number/s: RWH27TS	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 Affordable Housing Enabling Officer will primarily be responsible for delivering a high-quality service to secure delivery of the maximum level of affordable housing through the planning process and use of the Councils' own resources. The postholder will primarily focus on delivery in LB Richmond upon Thames but will over time contribute to delivery across the SSA. You will be a key contact between landowners, developers, housing associations, internal departments, Members as well as other external agencies and the Council on matters relating to affordable housing delivery.

The Affordable Housing Enabling Officer will independently manage key housing aspects related to affordable housing and will act as a key link with the Council's external viability consultants and Planning Service in providing commentary and advice on affordable housing to maximise the delivery of affordable housing both through on site delivery and financial contributions. As a member of a small team, you will need to take personal responsibility and be able to work with minimal supervision in delivering the key requirements of the post.

You will also be responsible for dealing with housing association related Members and general public enquiries where complaints and/or enquiries remain unresolved, as well as representing the Council at both internal meetings and with external agencies, particularly the Greater London Authority (GLA).

Working with the Head of Enabling and Special Projects (HESP) you will also be responsible for informing and helping to develop affordable housing policies.

Specific Duties and Responsibilities

1. Reporting to the HESP and responsible for assisting the HESP and deputising for that post in the postholder's absence and as directed for:
 - housing association liaison and development;
 - representation of the Council and negotiation with the GLA and Ministry of Housing, Communities and Local Government (MHCLG);
 - review and development of the Council's Intermediate Housing Policy and Marketing Policy;
 - maintenance and review of nomination entitlements to housing association property and supported housing;
 - support for other housing providers such as almshouses and charities;
 - providing input on the content of legal agreements relating to affordable housing schemes, including Nomination Agreements, Section 106 planning agreements and Capital Funding Agreements;
 - investigating, scrutinising and pursuing opportunities for value for money use of Council grant funding for affordable housing delivery;
 - generally, for the development of the Council's relationship with other external agencies in the provision of affordable housing;
 - the production of relevant reports and publicity in relation to all matters listed;
 - responding to Public, Councillor and MP enquiries and Freedom of Information Act requests regarding matters pertaining housing associations and housing development.

2. The maintenance and continual review of a master spreadsheet of all housing association development schemes, to include sites identified, tenure, bed size and key milestone dates forecast in the construction process.

3. Responding to Public, Councillor and MP enquiries and Freedom of Information Act requests regarding matters in a timely and professional manner pertaining to housing association development or housing association residents.
4. To arrange, facilitate and service internal and external meetings as directed by the HESP, including preparing any necessary agendas and reports for these meetings.
5. Keep updated on Homes England, MHCLG and GLA policy and other consultation publications in relation to the delivery of affordable housing and represent the Council in relation to affordable housing at internal and external meetings as directed by the HESP.
6. Preparing reports when required for distribution to the Executive Director of Housing and Regeneration (EDHR), other Housing Officers, the Assistant Director of Valuation and Asset Management Service (ADVAMS) and other Council Departments and the Cabinet Member for Housing.
7. In liaison with the ADVAMS, identifying Council owned sites that are potentially suitable for development and to undertake site visits if required and provide advice on any feasibilities required in relation to specifying the type of residential tenure to be considered. To include considering whether any Council held landholding assets may achieve more development potential when combined with adjacent publicly or privately held landholdings or assets.
8. To review pre application and planning application submissions, identifying how the affordable housing can be maximised by considering amongst other matters, size of dwellings, tenure, bed size, inclusion of GLA and Council grant and layout and to attend informal pre planning application and planning application discussions as arranged by the Planning Service.
9. To liaise with the Council's viability consultants and Planning Service on all financial viability assessments submitted with planning applications and ensure the maximum reasonable amount of affordable housing is delivered which includes assessment of GLA grant and the use of Council Housing Capital grant if appropriate.
10. To provide housing commentary to the Planning Service on pre planning application and planning applications for the HESP and/or the Director of Housing Strategy, Compliance and Enablement (DHSCE) approval for the Planning Service to include in feedback to the applicant or for Planning Committee reports.

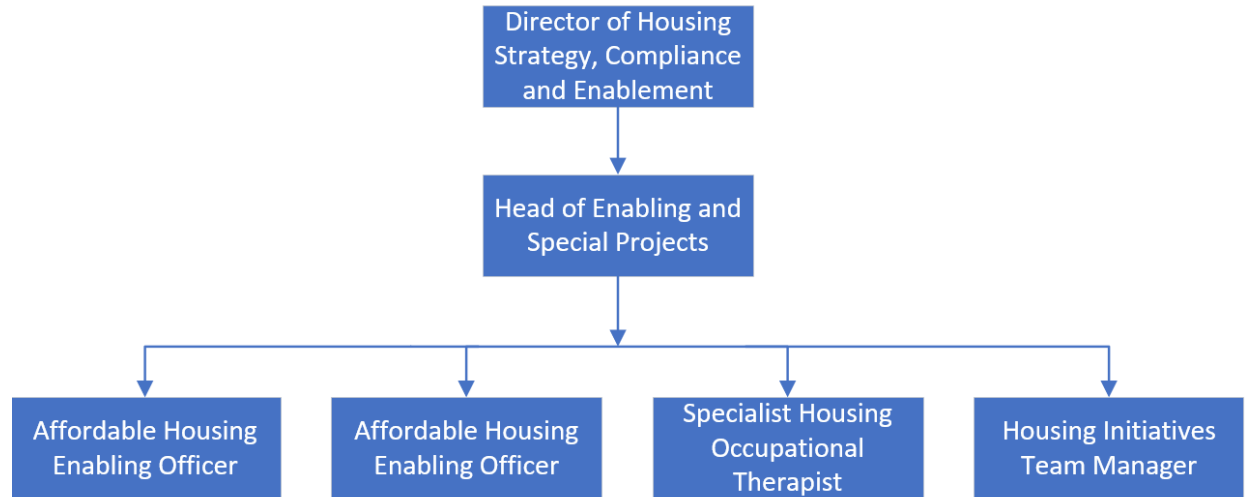
11. To keep the Council's Communications team abreast of affordable housing developments in the borough and when and where publicity may be appropriate and liaise with them on appropriate publicity arrangements or content.
12. To provide commentary and advice on Section 106 legal agreements and Nomination Agreements in relation to securing affordable housing delivery in accordance with the planning permission.
13. At the HESP's direction, to represent the Council as an expert witness on affordable housing matters at Planning Public Inquiries or hearings.
14. To ensure the Director of Resources and the Council's Section 106 team are liaised with and kept informed of any proposed use of the Council Housing Capital Programme grant and that the necessary approvals are obtained.
15. To submit funding requests through the GLA OPS system as directed by the HESP.
16. Undertakes other duties, commensurate with the grade, as directed by the HESP.

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

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Be able to demonstrate sound knowledge of the development of housing, preferably through direct experience in the field	X		A/I/T
To be able to understand and assess planning drawings		X	A/I
To have knowledge of Section 106 Legal Agreements and Nomination Agreements	X		A/I
Demonstrate an understanding of Equal Opportunities and how it might apply to dealings with housing developments, developers and housing associations and with the public and work colleagues	X		A/I

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Be able to demonstrate an understanding of the responsibilities arising from the Children Act 2004 in relation to child protection and young people as this applies to your role within the Council. To be aware of the principles of safeguarding as they apply to vulnerable adults in relation to the work role		X	A/I
Experience	Essential	Desirable	Assessed
Be able to demonstrate an understanding of economic appraisal processes in the development of housing and to be able to interpret and analyse data	X		A/I/T
Demonstrate an ability to work with external agencies and senior colleagues in other Departments in the development of housing projects	X		A/I
Demonstrate an ability to be able to deal confidently, sensitively and calmly with Councillors, senior Council officers throughout the Council, developers, and members of the public		X	A/I
Skills	Essential	Desirable	Assessed
Be able to work as part of a team	X		A/I
Be able to communicate effectively, orally and in writing, on a wide range of complex issues	X		A/I/T
Be reliable and able to manage own workload and deal with competing priorities and deadlines with minimal supervision.	X		A/I
Be able to collate information, maintain files and records accurately on computerised and manual recording systems	X		A/I
Demonstrate sound administrative and office skills	X		A/I
Be able to use IT packages including word processing, spreadsheets and database systems	X		A/I/T
Qualifications	Essential	Desirable	Assessed

A – Application form / CV

I – Interview

T – Test

C - Certificate