**Job Description **

**Housing Strategy Manager**

**Reports to: Housing Strategy and Development Manager**

**Working environment: Hybrid – office and home working to meeting business needs**

**Working hours: Full time, 37 hours over a 5-day week**

**Contract type: Permanent**

**Purpose of role**

Responsible for the development, implementation, and monitoring of housing strategies, policies, and projects. This role involves the development and enabling of new housing, undertaking housing-led regeneration and bringing empty housing back into use.

**Key result areas:**

* Fit for purpose housing strategies, plans and policies
* Housing market data (housing supply, need and demand)
* Additional affordable and supported housing
* Empty homes brought back into use
* Housing-led regeneration to support economic growth

**Main responsibilities**

* **Strategy and policy development:**

The formulation, implementation, and review of local housing strategies and policies that meet the identified needs of the community. Identify opportunities for new housing development and regeneration projects in line with local priorities to meet evidenced need.

* **Project Management:**

Plan and deliver housing development projects, ensuring they are completed on time, within budget, and meet quality standards. Work closely with internal colleagues, developers, contractors, and other stakeholders, including Homes England and MHCLG, to deliver projects effectively.

* **Data and Analysis:**

Undertake housing market research and analysis to inform the housing strategy, including housing needs assessments and housing market trends. Prepare housing needs reports to inform and in response to planning applications. Collect, collate and submit statistical returns to central Government and other agencies.

* **Partnership Working:**

Develop and maintain effective working relationships with key stakeholders, including other local authorities, housing associations and private developers, to ensure the successful delivery of housing initiatives and policies, including enabling affordable and supported housing.

* **Policy Development and Review:**

Development and review of housing-related policies, ensuring they are compliant with current legislation and reflect the needs of local communities.

* **Funding and Finance:**

Identifying and securing funding sources for housing projects, including applying for grants and managing budgets for housing strategy and development activities. Submit financial returns and ensuring compliance with all relevant legislation and funding agreements, for example, Homes England’s Capital Funding Guide.

* **Stakeholder Engagement and Consultation:**

Organise and lead consultations with residents and stakeholders to gather feedback on proposed housing strategies and developments. Ensure that the views of the community are considered in housing projects.

* **Reporting:**

Produce regular progress reports, presenting findings to senior management and elected Members. Monitor and evaluate housing projects and strategies, identifying areas for improvement.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Experience in housing strategy, planning, development, or project management.
	2. Knowledge of housing policy, legislation, and regulations.
	3. Experience of affordable housing development and regeneration projects.
	4. Experience in data analysis, research, and report writing.
	5. Experience of working with a wide range of stakeholders, including local authorities, housing associations, and private developers

**Desirable**

* 1. Knowledge of planning policy.
	2. Experience with funding applications and securing finance for housing projects.
	3. Understanding of the local housing market and community needs.
1. **Qualifications & Skills**

**Essential**

* 1. A relevant degree (e.g. housing or a related field) or equivalent work experience
	2. Strong communication skills, both written and verbal, with the ability to present complex information clearly.
	3. Strong project management skills with the ability to work to deadlines and manage multiple tasks.
	4. Analytical and problem-solving skills with the ability to interpret data and trends.
	5. Ability to work independently and as part of a team.
	6. Negotiation and influencing skills, with the ability to build consensus and resolve conflicts.

**Desirable**

* 1. A relevant professional qualification in housing (Level 4 Housing Qualification, Chartered Institute of Housing (CIH) certification) or be currently studying for this
1. **Personal Qualities and Attributes**
	1. A proactive, solutions-focused approach to problem-solving.
	2. Strong attention to detail and ability to maintain high standards of work.
	3. Ability to manage competing priorities and work under pressure.
	4. A commitment to equality, diversity, and inclusion in housing development.
	5. Willingness to engage with the community and stakeholders in a professional and approachable manner.

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter

1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Additional requirements**
	1. Basic DBS Check.
	2. Access to transport may be required for site visits or meetings with external partners.
	3. A willingness to attend training and professional development opportunities.