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| Job description |  |

**Housing Delivery Manager (001304)**

**Reports to** Housing Transformation Manager

# Responsible for: Directly None

**Total staff managed** None

**Working environment** Office based. Travel locally/regionally as required to carry out function

# Purpose of role

To develop and maintain an understanding of the operation of the housing market across the borough and trends in relation to prices and the interaction with supply of market homes for sale and rent. To identify the housing needs of the borough by tenure and type of home required. To drive the timely delivery of new housing supply which meets the needs of all types of households including those who require supported housing or adaptable homes.

# Key result areas Corporate responsibilities

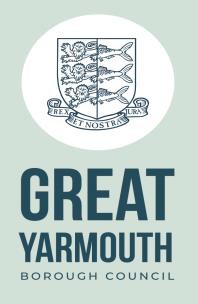
* To understand the Corporate Plan priorities and values and contribute to the delivery of these through supporting the delivery of high-quality services to customers.
* Actively promote equal opportunities and value diversity as both an employer and as a direct service provider, fostering a culture of fairness, equality and respect.

# Operational responsibilities

* To ensure the Council has an understanding of the local housing markets across the borough, market drivers and areas where there is a shortage or surplus of some types of housing against the housing need and housing demand for those types of housing. To understand the interrelationships of supply and price.
* Develop and maintain an understanding of the need for supported and accessible housing and the appropriate delivery and funding opportunities to meet these needs.
* To identify the types and tenures of homes required to meet the housing need and housing demand across the borough and to plan interventions which will support these needs to be met.
* Ensure the timely delivery of new homes across the borough of all tenures to meet identified housing need and demand including homes to be held within the Housing Revenue Account.
* To work collaboratively to support the council’s housing growth agenda to ensure the delivery of high- quality new homes and to address issues of existing poor-quality homes.
* To develop good working relationships with Registered Providers, Homes England and developers which support the delivery of new homes and which maximise their investment in the borough.
* To identify suitable housing sites within the Council’s and third-party ownership and actively promote their development in a timely way.
* Support the increase of the supply of affordable housing through pro-active identification of need, suitable sites and resources to deliver a range of affordable housing options to meet identified needs and council’s priorities.
* Maintenance of a database of development sites to allow for forward planning of housing delivery.
* Research innovative ways to increase the supply of housing across all tenures and client group according to established need.
* Ensure HRA delivery of homes is in accordance to the programme and budget.
* Monitor and report on housing delivery across tenure.
* Identify and participate in development and delivery of bids for housing growth and related projects.
* Collate and complete Government housing returns.
* Support delivery of the Council’s Corporate Plan and Housing Strategy objectives.
* Any other work required and as directed within the confines of the existing grading and post.

# 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

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| **Housing Delivery Manager** | |
| **Experience/ Knowledge** | **Essential**  Experience of successfully delivering new housing schemes (affordable or market homes).  Knowledge and understanding of the housing development processes (new build and refurbishment/conversions).  Understanding of housing market drivers.  Knowledge of funding sources for market and affordable homes.  Experience of effective partnership working with external organisations across the public, private, voluntary sectors.  Understanding of national housing issues both public and private sector and their impact.  Proven ability to provide balanced advice and guidance on a range of issues in a pressurised environment.  Up to date knowledge of legislation, government initiatives and best practice in the housing development.  Experience of undertaking community consultation events in relation to new housing developments.  Experience of undertaking data and trend analysis to inform effective decision making.  **Desirable**  Possess an understanding of the relevance of strong governance, financial and performance regimes.  Knowledge of the challenges facing local government and the wider public sector.  Experience of researching and interpreting complex issues for example consultation documents, legislation, writing reports and preparing briefings for a range of audiences. |
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| **Qualifications** | Educated to A-level standard plus two years relevant work experience or extensive and relevant work experience without relevant qualifications  Relevant professional qualification (CIH Level 4 or equivalent) or significant experience in housing development/enabling. |
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| **Competencies** | **Essential**  Able to develop effective working relationships and partnerships and drive consensus.  Ability to develop and deliver projects.  Clarity of thought and ability to process complex information. Ability to make effective and timely decisions.  Ability to communicate across a range of levels of understanding to summarise and convey complex messages.  Influencing, persuading and negotiating skills.  Ability to model appropriate behaviours that encourage a culture of empowerment, initiative and transparency across the Council  Ability to motivate and empower communities and partners towards a common vision, often in challenging circumstances.  Solution oriented.  Able to develop improved ways of working, balancing a pragmatic approach with creativity and innovation to meet objectives within tight financial constraints.  Excellent organisational skills, with the ability to prioritise work to meet statutory and local deadlines, and ensuring attention to detail and accuracy  Excellent IT skills, including Excel, Word, PowerPoint and financial information systems.  Excellent interpersonal skills along with the ability to work colleagues and partners at all levels in a consistent, courteous and sensitive way. |
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| **Personal Qualities and Attributes** | Self-awareness  Openness and honesty and integrity Personal resilience  Fairness and consistency Developed political awareness  Ability to challenge self and colleagues constructively and sensitively  Flexibility and enthusiasm to adapt and develop new ideas and initiatives |
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| **Behaviours** | Effective communication Working together  Taking personal responsibility Putting Great Yarmouth first Respecting others  People focused  Embracing change |
| **Personal Circumstances** | The job will involve some occasional evening and weekend working.  Ability to visit housing development sites. |