



## **JOB DESCRIPTION**

**POST:** Housing Enabling Officer

**DEPARTMENT:** Strategic Housing – Housing Solutions

**REPORTING To:** Strategic Housing Team Manager

**RESPONSIBLE FOR:** No direct responsibility

**Grade:** 5

## **MAIN JOB PURPOSE:**

- a) To support, assist and facilitate the delivery of various housing types, sizes and tenures and other community-led housing initiatives in Babergh and Mid Suffolk as part of a wider housing strategy.
- b) To work collaboratively and flexibly with colleagues in other operational delivery teams to fulfil the corporate priorities of Babergh and Mid Suffolk Councils.
- c) To support the economy of Babergh and Mid Suffolk through practical engagement and assistance to promote planned growth, well-being and prosperity.
- d) To provide specialist support, advice and information to businesses and citizens in respect of the job holders' areas of expertise and responsibility.

## **DUTIES AND RESPONSIBILITIES:**

- a) Work proactively and in partnership with internal and external stakeholders and the third sector to help deliver a mix of dwelling types, sizes and tenures across both administrative areas.
- b) Work collaboratively with other operational delivery teams to build local capacity to take forward community-led housing initiatives, assisting with community engagement activities as appropriate.
- c) Provide advice and ensure the appropriate application and interpretation of guidance, policies and national legislation.

- d) Analyse, interpret and provide demographic, economic and statistical information relevant to the preparation of community-led housing initiatives to support town and parish councils and other relevant stakeholders, including an assessment of local housing needs.
- e) Provide advice and guidance to internal and external stakeholders on all housing matters, including the provision of responses to informal and formal consultations to ensure that legal and other requirements are fulfilled and observed.
- f) Provide advice and guidance to internal and external stakeholders as part of the planning and development process on the housing needs and requirements of local communities to ensure the delivery of a mix of dwelling types, sizes and tenures, including specialist accommodation.
- g) Support the provision of appropriate accommodation options for the Gypsy and Traveller community and Travelling Show people, contributing to the development and advancement of policies and protocols as required.
- h) Contribute to the preparation, monitoring and review of housing strategies, planning policies and guidance to ensure that they continue to allow for the evolution and fulfilment of corporate priorities in a changing and dynamic environment.
- i) Provide evidence and act as expert witness at public inquiries and hearings on housing matters.
- j) Attend relevant council committees to present reports and provide advice on housing matters.
- k) Work collaboratively in relation to corporate initiatives and project work being advanced collectively by operational delivery teams.
- l) Support work and projects associated with service reviews and continuous improvement programmes in conjunction with the business improvement team.
- m) The jobholder will work collaboratively within and beyond the bounds of the operational delivery team to fulfil the corporate priorities of Babergh and Mid Suffolk Councils to secure the promotion and delivery of community-led and housing initiatives. Key relationships will exist but not exclusively with the Development (Housing and Regeneration) Team, the Communities' Team, the Strategic Planning Team, and the Development Management Team.
- n) The jobholder will also need to work closely with a number of external organisations and bodies, most notably Suffolk County Council, Town and

Parish Councils, Registered Housing Providers, Community Action Suffolk, Housebuilders and Landowners.

- o) Carry out other duties of a similar nature that may be required.

### Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
a) Educated to NVQ4 / Degree level in an appropriate discipline or have gained relevant experience appropriate for the post.	A I
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
a) A good knowledge of current issues, best practice and guidance in the housing field.	A I
b) Experience of dealing with broad range of housing issues.	A I
c) Some experience of doing other planning work e.g.	A I



<p>confidence/build capacity.</p> <p>n) Able to use well developed negotiation and persuasion skills in order to encourage others to adopt a particular course of action.</p> <p>o) Able to act with tact and diplomacy at all times.</p> <p>p) Good IT skills and able to use financial systems.</p>	<p>A I</p> <p>A I</p> <p>A I</p>
<p><b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council's values (further detail below)</p>	
<p>Empowering, valuing and developing our people</p> <p>Valuing our customers</p> <p>Being open and honest</p> <p>Taking ownership</p> <p>Being ambitious</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/</p>



# Our Values

...we believe in



**OUR PEOPLE**



**OUR CUSTOMERS**



**BEING OPEN and HONEST**



**TAKING OWNERSHIP**



**BEING AMBITIOUS**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

