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|  | JOB DESCRIPTION | FormJD1 |
| JOB TITLE: Community and Self Build Officer | **POST NUMBER:** 1100FBP |
| **REPORTS TO**: | Commercial Project Manager  |
| **DEPARTMENT:** Major Projects | GRADE: 9 |
| **JE REF:** | 4098 | PANEL DATE: | 18/12/2018 |
| **1.** | **MAIN PURPOSE OF JOB:** 1. Lead the growth of the Community Led and Self Build Housing sector in York, through both promotion and the sale of plots to enable development.
2. Identify and enable land for development.
3. Promoting the sector inside and outside of the council, working closely with partners to develop relationships.
4. Project management responsibilities for sites.
5. Provide support and guidance to potential and existing community housing groups and self builders.
6. Developing policies to aid the delivery of self build and community led housing on sites.
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| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** |
|  | i. | Identify and facilitate land availability for community and self build through the local plan and planning policy. In addition, conduct a property asset review to locate suitable council land. |
|  | ii. | Work with community groups, independent organisations, registered providers, and Homes England to access grant funding and other financial and non-financial support for unlocking future development opportunities for self build and community led housing. |
|  | iii. | Work with community groups to help develop interest in community led housing. Promote the self and community-build register and the sector in general through engagement events, press releases and partnership work with other authorities.  |
|  | iv. | Commission land and plot valuations. Oversee disposals on CYC land, ensuring best value is attained for all contracts. |
|  | v. | Procure contractors through relevant tender processes to provide serviced plots for disposal where necessary. |
|  | vi. | Manage the self and community build register, tailoring it to ensure that it provides the council with the strongest possible evidence base. Use information mapping to present data on demand for self and community led housing including types of houses and size of plots required. |
|  | vii. | Support self and community led housing grant and planning applications, providing guidance to stakeholders and applicants. Undertake project management responsibilities for self and community led housing applications in York. |
|  | viii. | Contribute to writing and reviewing planning policies to support the successful development of self and community led housing in the city. This may include Supplementary Planning Guidance, shaping Local Plan policies and Design Codes as part of outline planning applications. Support the delivery of community and self build housing on market housing sites in the city through Section 106 negotiations. |
|  | ix. | Create and maintain relationships and liaise with developers, contractors, landowners, agents, consultants, architects and others to seek opportunities for community led housing across the city. |
|  | x. | Liaise with leaseholders, community groups, local members and other local stakeholders to ensure the plots or sites are facilitated and sold on with appropriate engagement of the local community. |
|  | xi. | Assist the housing development team and other colleagues where required. This can involve assisting in consultations, preparing evidence and cooperating on projects. This may include the incorporation of community and self build projects within larger development or regeneration projects. |
|  | xii. | Working with the housing development team to obtain planning permission for self and community build plots. Supporting the process for procuring consultants to deliver enabling works and selling this land, achieving best value for the council.  |
|  | xiii. | Monitoring of community and self builds to ensure they comply with the agreed sales terms  |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**Number of staff reporting to jobholder and nature of supervision eg full line management responsibility or day to day supervision of work Direct: N/A Indirect: N/A |
| **4.** | **CREATIVITY & INNOVATION*** Develop and implement new approaches and processes and new ways of working or thinking to deliver self and community led housing in York.
* Network with a wide range of stakeholders to promote the self and community led housing sector and create partnerships for site development. These contacts will not currently exist within the council and will need to be made from new.
* The candidate must be able to innovatively develop policy solutions through critical analysis of independent research. York is in the early stages of developing self and community led housing; much of the work will be the first of its kind in the council.
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| **5.** | **CONTACTS & RELATIONSHIPS*** The post holder will have daily contact with relevant groups and officers within the Directorate and other Directorates, including at a senior level, on matters relating to developing Self and Community Led Housing including the spatial and strategic policy planning work of the section.
* Regular contact with officers in other authorities, to share best practice.
* Regular contact with Homes England and other national Self and Community Led Housing organisations where necessary.
* External: Aspiring Self Builders and Community led housing groups, Architects, Mortgage Lenders and external local authority partners, Housing Developers, Housing Associations, and Homes England.
* Demonstrates good team working skills including sharing knowledge and experience when necessary whilst respecting and valuing the contribution other team members’ experiences can bring
* Represent the councils at public meetings, public consultations, interest group meetings, Committees and Public Inquiries, to assist with informing, answering questions and seeking views.
* Establishes and maintains good internal relationships with Members and colleagues and external relationships with customers and partners.
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|  **6.** | **DECISIONS** **Discretion** In agreement with the Commercial Project Manager, the post holder will be expected to make decisions that ensure the successful delivery of Self and Community Led Housing in York.* The post holder will have budget responsibility for the Self and Community Led Housing Project.
* Responsibility for ensuring target spend is achieved and any anomalies are reported to the relevant finance team in a timely fashion, supporting business case development for requesting significant budget expenditure.
* Responsibility for sourcing and accessing external funding
* Prepares information giving options and recommendations to the Senior Management Team and elected Members.
* Must operate in a politically sensitive environment dealing with contentious issues such as the level and location of housing growth.
* Takes a long-term view and conveys a strong sense of direction and clear objectives, by presenting and interpreting key data, issues and trends.
* Will be leading policy development for self and community led housing in the council and therefore decisions will be key in deciding the scope, effects and impacts of this housing sector in the city.
* Must demonstrate initiative and produce key Development Plan Documents, and key topic areas within them.
* Prepares reports, briefings and presentations to Committees, and other external organisations and groups.

**Consequences**Failure to delivery Community Led Housing in York could cause reputation damage to the Council, delay the supply of additional housingFailure to deliver within agreed project budgets, timescales and to any standards required by external funders could result in the loss of significant funding. Failure to represent the council in a professional manner to external contacts could damage the council’s reputation.  |
| **7.** | **RESOURCES – financial & equipment***(Not budget and not including desktop equipment.)* * Use of normal office equipment, plus use of shared laptop, projector, camera, scanner and use of pool cars.
* Responsibility for own personal protection equipment (PPE).
* Use of other equipment as necessary to undertake presentations, workshops etc for community groups or the general public
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| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context****Work demands**: * Independent working and ability to manage own workload.
* Work can be subject to interruptions, and projects have various deadlines to be met (such as Committee meetings and bid deadlines).
* Work on a number of different work strands concurrently.
* Work with some supervision but needs to prioritise work as required.
* Must work in an organised manner, able to see details as well as the big picture.

Physical demands: * Mainly office based working for periods on a computer, requiring long periods of concentration.
* Regular visits to sites, pre, during and post construction.
* No strenuous physical demands or conditions.

Working conditions: Normal office conditions apply.Visits to sites - these can be to contaminated or contain dangerous items.* Travel to meetings that can be held at various locations in the city and wider region.

Work context: * There can be some hostility to be faced, when at Public Inquiries or public meetings.
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| **9.** | **KNOWLEDGE & SKILLS**The post holder will have at least one of the following:* + be educated to degree level
* have a professional housing or planning qualification
* Demonstrable experience of working in a housing and/or construction environment with a clear understanding of housing development.
* Demonstrate an interest in Self and Community Led Housing as a housing delivery mechanism.
* Demonstrate ability to work independently on a long term project, managing multiple work streams.
* Good communication skills and a great team worker. Confident approaching new contacts and forging good relationships. Some previous experience in marketing or sales would be beneficial but isn’t essential.
* Demonstrate experience of report writing and communications for a variety of audiences, demonstrating numeracy and literacy and applying expert knowledge**.**
* Ability to work under pressure and to strict deadlines.
* Ability to liaise with and brief senior managers, Members and partners.
* Demonstrate experience of data collection, data entry and analysis.
* Demonstrate knowledge of UK Town Planning legislation and of adopted national, regional and other planning policy guidance.
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| **10.** | **Position of Job in Organisation Structure**Job reports to: Commercial Project ManagerOther jobs at this level; N/ATHIS JOBJobs reporting up to this one: N/A |