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|  | JOB DESCRIPTION | FormJD1 |
| JOB TITLE: Assistant Housing Policy Officer | **POST NUMBER:**  |
| **REPORTS TO** (Job Title):  | Housing Strategy and Policy manager |
| **DEPARTMENT:** Housing Services | GRADE: 7 |
| **JE REF:** | 0198 0522 | PANEL DATE: | 24/05/2022 |
| **1.** | **MAIN PURPOSE OF JOB**To support the policy and strategy team to provide specialist policy support to colleagues in Housing, and across the council and partners across the city. To assist the team to produce long term housing strategies and plans, providing an accurate, robust and up to date research and advice service on all aspects of housing. .To research national policy, legislation and good practice, interpreting how these will impact on the Housing Service and external partners including housing associations. To gather, review and interpret data from a wide range of sources, and present this information including, where appropriate, recommendations to managers and other colleagues across the council. To carry out robust research and the production of evidence bases to inform the development of Housing strategies, policies and plans and to monitor their delivery.To support consultations with key stakeholders including colleagues and external partners on strategic housing policy issues.To assist with negotiating agreements on the number, type and tenure of affordable homes on private housing developments To be responsible for recording of the type, tenure and number of affordable homes delivered under the council’s planning policies and secured under S106 legal agreements. To issue standard responses and ensure that the team replies to all consultations in a timely manner. |
| **2.** | **KEY TASKS:** |
|  | i. | To support the team to provide a housing policy and strategy service for colleagues in housing services, across the council and partners across the city. |
|  | ii. | To research, interpret and report on national legislation and local policies – including the council’s Local Plan, providing policy guidance and advice to Members, managers, and partner organisations. Provide briefings and information to managers and staff to inform them of changes which impact upon the service and business practices. |
|  | iii. | To support and provide evidence for the initial negotiation of Section 106 legal agreements. To draft formal comments from Housing Services for planning applications where an affordable housing contribution is expected.  |
|  | iv. | To support the council’s solicitor in the drafting and proof reading of Section 106 legal agreements and thereafter in monitoring compliance with the affordable housing conditions within them. |
|  | v. | To contribute research and content for housing-related reports to council meetings including Planning Committee and Executive. .  |
|  | vi. | To maximise the delivery and development of affordable homes through the planning process by:1. Contributing through research and a full understanding of the local housing position, to the production and review of affordable housing policy for the Local Plan.
2. Providing policy information for the provision of affordable housing by tenure, type and number on planning applications.
3. Monitoring the weekly list of planning applications to identify those where affordable housing contributions may be required.
4. Representing Housing Services with planning colleagues in meetings with developers and land agents.
5. Ensuring the service has up to date research including evidence of housing need, including the type and tenure of homes needed to inform negotiations with private developers and housing associations.
6. Providing timely advice to planners, developers and housing associations that will ensure the council’s affordable housing policies and principles are complied with and applied consistently.
7. Assisting colleagues in Legal Services with the drafting and proof-reading of Section 106 Legal Agreements that secure affordable housing
8. Monitoring the delivery of on-site affordable housing and the receipt and subsequent spend of affordable housing commuted sums.
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|  | vii. | To research, write briefings and advise on the development of new initiatives or funding opportunities that support the delivery of additional affordable, older person’s and specialist housing  |
|  | viii. | To ensure a robust evidence base exists to inform strategic housing priorities and service improvement by drafting tender specifications where appropriate. |
|  | ix. | Analyse and coordinate responses on behalf of Housing Services to regional and national consultations, reporting on any policy implications. |
|  | x. | Support and co-ordinate consultations with key stakeholders (customers, carers, staff, and partner organisations) on strategic housing planning issues and use the information gathered to inform subsequent plans and policy development. |
|  | xi. | To develop and maintain effective methods for monitoring and reviewing policy and practice within Housing Services. |
|  | xii. | To make use of management information and provide advice on data collection needs that will assist policy development and planning.  |
|  | xiii | To draft plans, submissions and reports in response to legislation, regulation, external bodies or partnerships. To maintain accurate records of work undertaken for audit purposes.  |
|  | xiv. | To build and maintain strong working relationships with colleagues within housing services, strategic services, operational divisions, other councils, agencies and external organisations including Registered Providers. |
|  | xv. | To ensure that the affordable housing policy related elements of the council’s website are factually correct, up-to-date and easy to find. |
|  | xvi. | To ensure that key housing statistics including affordable housing completions and progress reports are up to date and reported regularly in order to support the Housing Service to achieve its business objectives in an effective and efficient manner. |
|  | xvii | To support the team in all work related to the provision of affordable housing, housing policy and the development of policy related to housing improvement initiatives. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**Number reporting: Direct: None. Indirect: Some delegation of tasks as project lead officer in task or project working groups. |
| **4.** | **CREATIVITY & INNOVATION**The post holder is required to independently research and analyse large amounts of sometimes complex information and legislation and to understand the impacts of this on local policy and practice.The post holder is required to make recommendations based on their knowledge and professional judgement on updating local affordable housing policies where this is necessary to bring them into line with changes to national legislation or policy. The post holder is expected to identify and promote examples of good practice in housing policy. The post holder will support the strategy team and housing services colleagues in developing or amending policies to ensure they meet the requirements of statutory legislation and council priorities.The post holder will be required to effectively present data of varying complexity and information to a range of stakeholders. The post holder is required to promote policy solutions to meeting affordable housing and advising on how strategies, policies and procedures could change to best meet these needs in line with political priorities.The post holder will develop and maintain processes for; monitoring the delivery of affordable housing, reviewing and evaluating housing policy in the city and sharing information with partners. |
| **5.** | **CONTACTS & RELATIONSHIPS**The post holder will act as an expert with regard to government legislation providing information to managers, stakeholders and partners. The post holder will have contact with staff at a range of levels within the local authority and help ensure links across services are identified and maintained. . External contacts will be primarily Registered Providers (housing associations), private housing developers, consultants, architects, project managers, local residents and other local authorities. The post holder is required to identify, develop and maintain good working relationships with key internal and external stakeholders and to help ensure the local authority provides an appropriate level of strategic lead and coordination in the assessment of local needs and development of services.The post holder will attend meetings on behalf of the council where there is a need to provide expert input on Housing policy and strategy issues.  |
| **6.** | **DECISIONS – discretion & consequences****Discretion:**Make recommendations to managers regarding the significance for the council of government legislation and policy announcements. Manage day-to-day workloads within a framework of an agreed work plan.Communicate ideas and new proposals in a persuasive, inclusive and sensitive way with robust evidence bases and policies to support the council’s own housebuilding programme and that of partner housing associations.Use negotiation skills and robust knowledge to enable the optimum delivery of affordable homes by Registered Providers that best meet the strategic housing needs of the city.Undertake specific projects in areas within housing policy to ensure the council is fully prepared to meet legislative changes or new government initiatives and will be able to meet its statutory obligations with regard to any regulations that apply. Identify and recommend solutions to be used in negotiations on affordable housing delivery whereby an appropriate balance is achieved between maximising affordable housing provision and ensuring that private housing development opportunities are not prevented from moving forward.The post holder will be party to sensitive and confidential information and must treat this is an appropriate manner. The post holder will be responsible for accurate record keeping in relation to planning comments, agreements reached with developers and programmes of work for the team in relation to policy review. **Consequences:** Affordable housing delivery whether on sites or by commuted payments is maximised through Registered Providers and private house builders thereby contributing to meeting the council’s affordable housing targets.The council will receive timely notification and policy guidance on any legislative changes or initiatives that impact upon housing services in York including any statutory obligations. Failure to ensure this may undermine the effectiveness of the council’s affordable housing policies, leading to few affordable homes being delivered by on private developments and by Registered Providers. It will also damage the council’s reputation and its strategic leadership role for housing.Effective and relevant strategic links will be made and maintained between services both within and outside of the council to improve service outcomes and efficiency. Inaccurate records could result in failure to record income to the council or the agreements which have been reached this could have reputational and in some cases financial consequences for the council.  |
| **7.** | **RESOURCES – financial & equipment***(Not budget, and not including desktop equipment.)*Description ValueNone |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context****Work demands** * The workload is subject to frequent changes with variable deadlines as new policies, consultations and funding opportunities are given priority for research, analysis and response.
* There are sometimes short deadlines to complete complex policy documents and reports.
* The post holder will work on projects within housing and will work within project milestones, adjusting to issues and problems as they occur and developing solutions.
* The post holder will be required to work on multiple tasks at the same time.

**Physical demands*** This role would be a hybrid worker, mainly office and home based, working for long periods on a computer reading and writing reports, requiring long periods of analysis and concentration.

**Work conditions*** The post holder will attend meetings – online or in person - as required, occasionally outside the council and can occasionally be expected to work outside office hours.

**Work context*** No physical risks.
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| **9.** | **KNOWLEDGE & SKILLS**The post holder will have at least one of the following:* Educated to degree level, or with equivalent qualifications or experience in Housing policy, social policy, planning policy or research or related field.
* Experience of working in housing, planning, policy or research.
* An understanding of government policy and legislation in the area of affordable housing, regeneration and social housing.

 They will also need to demonstrate:* An ability to work on their own initiative and to meet deadlines
* Some experience in carrying out research, analysing findings and recording the results.
* Experience in using IT packages including Microsoft applications
* An understanding of the role of the local authority in housing provision.
* The ability to think creatively and find solutions that support the council’s key housing policies and priorities.
* The ability to work systematically within an agreed structure and framework and with a rigorous approach to time management and workload planning.
* Excellent communication skills and the ability to work effectively with a wide range of people.
* A commitment to the involvement of stakeholders and customers in the development of the housing service with equality and fair treatment for all.
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| **10.** | **Position of Job in Organisation Structure**Job reports to: Housing Strategy and Policy Manager Assistant Housing Policy Officer (this role) **Housing Policy Officer** |