

# JOB DESCRIPTION

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| **Post Title:** | Affordable Housing Officer | **Department / Service:** | Regulatory and Housing Services |
| **Hours:** | 37 | **Level:** | G06 |
| **Location:** | Coed Pella, Colwyn Bay | **Job Evaluation Number:** | SL2116 |
| **Responsible to:** | Housing Strategy Manager | **Responsible For: (Staff)** | 0 |

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| **Job Purpose:** |
| 1. To lead on the negotiation and delivery of affordable housing through the planning system, working with partners, developers and the local planning authority to develop new affordable housing and secure it in perpetuity through legal agreements.  2. To lead on housing market research and contribute to the review and development of housing related projects, policies and strategies across the public and private sectors and ensure that a strategic approach is taken so that there is appropriate affordable housing for all in the County Borough.  3. To implement Conwy’s Empty Homes Strategy and Action Plan and bring empty homes and non-residential properties back into use. |

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| **Duties and Responsibilities - Job Specific** | |
|  | To lead on the assessment of housing need and cross-tenure market analysis - to assist in the negotiation and delivery of affordable housing through the planning system; to prepare (when required) a Local Housing Market Assessment and Gypsy and Traveller Needs Assessment and to assist with the development of housing and housing related strategies. |
|  | To support the Housing Strategy Manager in developing the Council’s involvement in regional needs assessments and research projects. |
|  | Monitoring the administration of the Affordable Housing Register Tai Teg. |
|  | To liaise with the Council’s Legal and Planning Departments, RSL‘s and developers to assist with s106 agreements on new developments. |
|  | To support the Housing Strategy Manager in developing the Council’s involvement in regional projects. |
|  | To assist in identifying and applying for external funding. |
|  | Implement the Empty Homes Strategy and Action Plan. |
|  | To work with owners of bring empty homes and non-residential properties, internal and external partners, to establish a co-ordinated approach for bringing empty properties back into use. |
|  | To prepare reports and make presentations both internally and externally. |
|  | To maintain a database of empty homes throughout the County by working in partnership with the Council Tax Service. |
|  | To ensure that information, outlining the options and assistance available to support owners of empty homes to bring properties back into use, is readily available. |
|  | To deal with complaints/enquiries from owners and other members of the public in relation to empty properties. |
|  | To undertake inspections of empty homes, having regard to the Housing Health and Safety Rating Standard (HHSRS) and other relevant housing legislation |
|  | To seek and implement innovative solutions to bring empty properties back into use, including the use of legislative powers. |
|  | To implement the Welsh Government Houses into Homes (or equivalent) scheme – this includes processing applications, liaising between all parties involved in the process (applicants, the service provider carrying out financial assessments and legal), ensure all files are kept up-to-date and accurate management of budget information. |
|  | To prepare and serve statutory notices, produce reports and attend court as required, in relation to enforcement actions, utilising delegated powers under the Council’s constitution. |
|  | To work with the Rural Housing Enabler, the Affordable Housing Development Officer and Private Sector Housing Negotiator to identify housing need in local communities in order to target resources effectively. |
|  | Any other reasonable tasks as may be determined by the Housing Strategy Manager. |

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| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

**Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** Affordable Housing Officer

**Date:** February 2021

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Degree in a relevant field or proven working experience. | AF/I | E |  |
| A Postgraduate Qualification in Housing or relevant field. | AF/I |  | D |
| Professional membership with the Chartered Institute of Housing | AF/I |  | D |
| Minimum 5 years’ experience working in the housing sector. | AF/I | E |  |
| Up-to-date knowledge of current Welsh Government legislation, strategies and policies in this area of operation. | AF/I | E |  |
| Experience of data collection and analysis to support policy analysis, formulation and evaluation. | AF/I | E |  |
| Project management qualification. | AF/I |  | D |
| Experience of managing projects. | AF/I | E |  |
| An ability to generate and evaluate viable options / courses for action. | AF/I | E |  |
| Ability to present clear and concise information and reports. | AF/I | E |  |
| Knowledge of IT applications and familiarity with the use of software such as ‘Word’, Excel’ and ‘Access’. | AF/I | E |  |
| Good communication skills (oral, written and listening). | AF/I | E |  |
| Proven negotiation skills. | AF/I | E |  |
| Good presentation skills. | AF/I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable | AF/I |  | D |
| ***Supervision & Management*** | Self-motivated and able to plan and organise complex workloads to meet deadlines. | AF/I | E |  |
| Track record of managing complex projects/research projects. | AF/I | E |  |
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| **Creativity & Innovation** | An ability to make best use of limited resources in maximising the delivery and quality of affordable housing. | AF/I | E |  |
| Ability to develop innovative solutions to problems and issues encountered during project development. | AF/I | E |  |
| Use analytical skills to form an opinion. | AF/I | E |  |
| Problem solving skills to reduce barriers and ensure an effective solution is found. | AF/I | E |  |
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| **Contacts &**  **Relationships** | Able to build effective working relationships within the organisation and outside at all levels with key partners and agencies. | AF/I | E |  |
| Ability to work alone and in a team environment with the strength of character to negotiate with and direct others. | AF/I | E |  |
| The ability to develop constructive relationships with customers. | AF/I | E |  |
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| **Decisions / Recommendations** | An ability to prepare complex reports and make clear presentations to senior officers and elected members. | AF/I | E |  |
| Ability to make informed decisions. | AF/I | E |  |
| Interpret legislation and policies to decide the course of action. | AF/I | E |  |
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| **Resources** | Ability to become familiarwith new software packages as required. | AF/I | E |  |
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| **Physical Demands** | Ability to travel throughout the County Borough area and outside the County Borough area for meetings and training as required. | AF/I | E |  |
| Able to work flexible hours when necessary, including occasional out of hours. | AF/I | E |  |
|  | Confident in lone working (visiting empty properties, community events and estate walkabouts). | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)