

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

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Job title:	Strategic Housing Development & Enabling Manager	Location:	Cirencester/ Witney/Hybrid WFH
Department:	Strategic Housing	Service:	Planning and Sustainability
Reports to:	Assistant Director Planning and Sustainability	Working Hours:	37 per week
Job group:	Specialist - Level 4	Peer group no:	PG-Click here to enter text.
Business World Post number:	Click here to enter text.	Direct Reports (if applicable):	2
FTE Salary pro rata:	£55,000 - £65,000	Contract type:	2 year FTC

Main purpose of this specific role:	Cotswold District Council and West Oxfordshire District Council have ambitious Housing Strategies and are looking for a Strategic Housing Enabling Manager to accelerate the delivery of affordable homes in Cotswold and West Oxfordshire Districts. The role will coordinate Council investment and enabling activity, working in partnership with Homes England, registered providers and other third party providers in order to develop and implement affordable housing delivery programmes for the Councils.
Main requirements of this specific role:	<ul style="list-style-type: none"> Work with council officers and elected members to enhance and drive the strategic visions for affordable housing delivery in Cotswold and West Oxfordshire Districts;

- Identify innovative, exemplar and financially sustainable options for the Councils to adopt more interventionist and innovative approaches to sustainable and affordable housing delivery;
- Develop, implement and manage the Councils' affordable housing delivery programmes through your own work and through leading a small team of strategic housing professionals;
- Seek out and develop new working relationships with organisations that can support the council's strategic visions for affordable housing. Foster and maintain excellent partnerships and working arrangements with partners such as Homes England, housing providers, developers, land owners and neighbouring authorities to deliver affordable housing schemes within the Cotswold and Oxfordshire districts.
- Use appropriate programme and project management systems to ensure effective and timely delivery, programme monitoring and reporting on outcomes when required;
- Provide expert advice as an input to the development of Local Plans and other policy documents to maximise opportunities for affordable housing delivery;
- Manage a small team of housing professionals, providing guidance and coaching in order to deliver team outcomes;

General Accountabilities

- Provide advice and recommendations to the management teams and elected members on significant policy decisions and complex and contentious matters within the post holder's service areas and areas of expertise;
- Contribute to the corporate management of the strategic risks associated with affordable housing and housing delivery facing the council, complying with relevant regulations at all times;
- Identify examples of national and regional good practice within the affordable housing service area and take the lead on seeking to implement such practices within the Cotswold and Oxfordshire districts

	<ul style="list-style-type: none"> • Remain current with housing regulations, laws and industry best practices to ensure compliance and inform policy decision making; • Represent the council at regional/national level within your services areas and areas of expertise. Participate in public forums if required, to promote awareness and garner support for housing initiatives and the council's ambitions; • Promote and exemplify robust decision making which is open, inclusive, flexible and responsive; • Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities; • Facilitate and enable transformational change within the housing service area through timely and relevant activities and interventions;
<p>Essential qualifications/skills /experience specific to this role:</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of government policy and funding regimes in relation to affordable housing; and housing strategy • Good knowledge and practical understanding of best practice in affordable housing delivery • Familiarity of codes, government programs and regulatory frameworks that may impact affordable housing development and delivery <p>Qualifications:</p> <ul style="list-style-type: none"> • Degree in a subject area relevant to this post and/or proven experience at a mid-senior level in housing management and/or development, with a strong background in strategic planning and policy development. • Evidence of post qualification and/or personal and professional continued development. <p>Experience:</p> <ul style="list-style-type: none"> • Experience in a relevant profession; • Proven track record of enabling or delivering affordable housing projects; and • Experience in the assessment of housing needs, in developing housing related policies and strategies, and in working with Registered Providers and Developers. <p>Skills:</p>

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	<ul style="list-style-type: none"> • Strong negotiating and relationship management skills; • Political awareness; • Good level of IT skills; • Communicate effectively at all levels (excellent verbal and written skills); • Achieves results individually and through influencing others; • Ability to motivate others and lead small teams effectively • Customer focussed, responsive, and co-operative with customers; • Proactive and self-motivated; • Able to prioritise and work to deadlines; • Works with employees, colleagues and customers to resolve problems and implement change initiatives; and • Ability to maintain confidentiality in accordance with Data Protection.
Desirable Requirements, Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Relevant professional membership; and • Experience of working within the local government/public sector/Housing Association environment • Management or post degree qualification or equivalent working experience
	Generic Job Profile:
Main Purpose of a role within this job group:	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Provide organisational leadership, specialist expertise and guidance within the area of specialism, and translate and contribute to the overall strategic direction of Publica • Represent Publica in relation to the area of specialism, as and when required • Influence policy, industry bodies, clients and colleagues to achieve long term business plan objectives of Publica

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Key Responsibilities of a role within this job group:	<ul style="list-style-type: none">● Define, develop and implement plans that translate Publica's Business Plan into strategic plans and initiatives for delivery● Manage key stakeholders, influencing and negotiating with multiple internal and external customers● Provide leadership and actively improve Publica's effectiveness, efficiency and service delivery with reference to the area of specialism● Harness new ways of working and develop innovative ways of service delivery for Publica● Oversee the delivery of strategic projects within the specialist service area and act as a single point of contact● Lead on appropriate legislation, policy, procedure, business requirements and guidelines● Act as an advocate for the organisation and handle complex negotiations and conflicts with confidence, openness and in a positive manner● Ability to interpret legislative requirements and ensure understanding and adherence across the organisation● Carry out duties with discretion, integrity and maintain confidentiality● Support the creation of a business like culture of continuous improvement, customer focus, commercialism and drive forward service improvement● Identify and manage opportunities and threats whilst continuously improving standards of service● Undertake any other duties as reasonably required to do so
General Accountabilities:	<ul style="list-style-type: none">● The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment● Work in compliance with the Codes of Conduct, Regulations and policies of Publica● To support the response to a major incident, including taking up a designated role within the emergency management framework
Special Conditions:	<ul style="list-style-type: none">● There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business● You will be expected to work reasonable additional hours in line with the needs of the service● Full UK Driving License

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	<ul style="list-style-type: none">• Ability to travel/ access to a vehicle for work purposes <p>Delete below as appropriate</p> <ul style="list-style-type: none">• You will be required to undertake a standard/enhanced DBS check as part of this role• Your role will require a Baseline Personnel Security Standard Check (BPSS)	
Date reviewed:	October 2023	
Reviewed by:	Charlie Jackson	
Manager job title:	Assistant Director Planning & Sustainability	
Date of issue:	November 2023	
Checked HRBP:	Clare Jones	Date