



**Role Profile**

This section provides key information relating to the role

<b>Job Title:</b>	Housing Development Team Leader		
<b>Post No:</b>	RP0147	<b>Grade:</b>	M
<b>Team:</b>	Regeneration and Development	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Regeneration and Development Service Manager		
<b>Responsible for:</b>	Housing Development Managers		

**Overall job purpose:**

To lead the housing development team to deliver the council's vision, strategic aims and objectives in meeting local housing need, with a focus on maximising the council's delivery of affordable homes both through the council's Affordable Housing Programme and in partnership with other providers.

Identify opportunities and achieve delivery of a pipeline of affordable homes over five years.

To support the development of the council's strategic framework with respect to housing.

To support the implementation of housing strategy, ensuring that policy changes and new legislation which impacts on housing provision, quality and delivery, are fully understood.

**Key areas of focus:**

1.	Leading the work of the team to ensure that the vision, outcomes and objectives set out in the council's strategic plans for housing are met
2.	Leading the delivery of affordable homes in the borough, through the planning and delivery of the council's Affordable Housing Programme (to include property acquisition, construction and grant funded partner schemes)
3.	To plan for and implement a long-term pipeline of affordable housing delivery projects and schemes, through identifying and creating potential new opportunities via development of partnerships
4.	To have accountability for appropriate planning and monitoring of the capital and revenue budget for this service (around £20m) with attention in terms of the team's input to the profile spend and cash flow forecasts linked to the Affordable Housing Programme
5.	To foster and implement partnerships with Registered providers, housebuilders and private companies to ensure maximum delivery of affordable homes through Section 106 sites and other innovative pathways.

6.	Lead on the development of a long-term strategic plan for housing within the borough, across all tenures and to meet the needs of all residents.
7.	Develop, foster and contribute to partnerships to ensure that the strategic needs identified for housing are met, for example through Hertfordshire Growth Board and Hertfordshire Supported Housing Strategic Partnership Board.
8.	To Chair the council's Affordable Housing Programme project group, ensuring that all council teams are working together effectively to maximise the delivery of affordable housing, whilst balancing other council priorities.
9.	Collaborate with Housing Strategy officers to ensure the council responds to relevant consultations on housing matters, completes statutory government returns and develops suitable policies and strategies with respect to new regulation or legislation
10.	To have a performance management framework and monitoring system and be accountable for ensuring key performance targets/indicators are met for the service.
11	Delivering service improvements, efficiencies and enhanced processes across the service.
12	To work in a political environment and be able to deal with challenging situations, using tact and diplomacy.
13	Represent the council internally and externally in relevant meetings, panels, boards and consultations, including charring meetings where appropriate. Always ensure appropriate and professional conduct, and act in accordance with the council's standards.
14.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
15.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
16.	Any other duties that are commensurate with the level and grade of this post.

### **Role Requirements**

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Educated to degree standard or substantial equivalent experience of the housing development process	x		AP/AS
Experience of managing staff	x		AP
Experience of managing budgets	x		AS/IN
Experience of housing development scheme appraisal	x		AS/IN
<b>Knowledge</b>			
In depth knowledge of the housing development process, including scheme appraisal, viability, project planning and understanding of housing issues within a local authority setting	x		AP/AS/IN
<b>Skills and abilities</b>			
Ability to lead, coach and motivate a team to deliver positive outcomes.	x		IN
Ability to lead a team to deliver a variety of complex projects over a planned period	x		IN
Ability to work to tight deadlines and prioritise conflicting tasks	x		IN/AS
Ability to embrace & respond positively to change	x		IN
Excellent time management & organisational skills	x		AS/IN
<b>Other attributes</b>			
Excellent interpersonal skills: including the ability to negotiate and influence	x		IN
Excellent understanding of operating in a political environment		x	AP/IN
Full UK driving license and access to a car	x		AP
Ability to effectively use a range of IT systems. Proficient in Microsoft software.	x		AS

**Assessment Criteria:**

## (AP) Application, (AS) Assessment, (IN) Interview

### Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.