



**Role Profile**

This section provides key information relating to the role

<b>Job Title:</b>	Housing Development Manager		
<b>Post No:</b>	P01377	<b>Grade:</b>	K
<b>Team:</b>	Housing Development and Strategic Housing	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Housing Development Team Leader		
<b>Responsible for:</b>	Project Management		

**Overall job purpose:**

To support the delivery of affordable homes and other projects for the council as part of the Affordable Housing Programme

To work in partnership with Registered Providers to maximise delivery of good quality affordable housing via joint initiatives, Section 106 contributions, and any other relevant delivery models

To work on behalf of the council's wholly owned Housing Company (Now Housing Limited) to meet the objectives of their Business Plan

To project manage a portfolio of housing development schemes, ranging from large to small scale – from concept, feasibility, planning, procurement, and delivery

To produce development related initiatives, strategies, policies, and procedures

**Key areas of focus:**

1.	Project manage affordable and other housing schemes from consultation, feasibility, site assembly, planning, construction and all associated facets and requirements to completion, including budget management and site promotion/launch; ensure relevant approvals are in place, including preparation of reports for members.
2.	Manage a portfolio of projects and initiatives, with varying complexity; including open market purchase, discounted purchase, joint ventures, direct delivery, grant funded sites and associated projects, such as community development; manage any customer engagement or responses as appropriate.
3.	Research and analyse local housing trends and prepare briefs on the recommended housing solution or housing mix for new development schemes; write briefs and mini tenders for disposal of sites and/or selection of partners.
4.	Help support the Service Manager to work effectively with Registered Providers to achieve more affordable housing which meets local need (including supported housing); contribute to negotiations with private developers and registered

	providers in relation to S106 or other planning legislation; shortlist and select Registered Providers for special development projects/initiatives as required.
5.	Work in partnership with external and internal council teams such as Homes England, private developers, registered providers, housing operations, property services, planning, legal services, Estates and Development, to maximise the delivery of affordable homes
6.	Work with Legal Services and Estates and Development to ensure that issues such as covenants, rights of way, subsidy agreements, nomination agreements, contracts and any other relevant matters are considered and appropriately dealt with.
7.	Manage and lead specific project groups, engaging relevant partners and colleagues to achieve the desired outcomes.
8.	Play a leading role in the review of work practices, procedures, and policies, ensuring best quality of work
9.	Research and implement good practice in the design of suitable homes, taking account of legislation and wider objectives, such as carbon efficiency, including people with support needs or disability; promote and market the council's Affordable Housing Programme and other related initiatives.
10.	Understand and maximise the external funding opportunities for delivery of new affordable homes and wider objectives, such as community development and carbon efficiency.
11.	Provide and manage regular financial information, including viability (pod plan), project costs, cash flow, grant and subsidy payments
12.	Assist in the development and review of strategic plans and policies, business, and corporate plans.
13.	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.
14.	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.
15.	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 level, Member of the Chartered Institute of Housing, RIS or housing related Degree -or equivalent experience	X		AP
Experience of delivering housing development, including management of small to large, varied, and complex development projects	X		AP/AS/IN
Experience of project management and partnership working, managing consultants	X		AP
Experience of supervising staff		X	AP
<b>Knowledge</b>			
Understanding the key elements of the housing development process, including scheme appraisal, funding, planning processes, procurement, management of risk.	X		AS/IN
Up to date knowledge of project management and multi-agency project delivery	X		IN
Knowledge of budget management	X		AP/IN
Knowledge of legal processes which may impact development (covenants, rights of way, legal rights of utility companies, highways etc.)	X		IN
Knowledge of special needs, disability, equality, and accessible issues	X		AS/IN
Knowledge of GIS systems		X	IN
Knowledge of leases, tenancy rights, nomination rights and agreements		X	AS/IN
<b>Skills and abilities</b>			
Ability and confidence to regularly make decisions independently where the situation requires it	X		IN

Ability to find solutions to complex problems	X		IN
Ability to manage a number and variety of projects effectively and to time	X		AP/IN
Ability to understand and present complex information in a suitable way to a range of audiences, including residents, colleagues, professionals, and councillors	X		AS/IN
Excellent oral and written communication and negotiation skills	X		AP
Ability to lead/develop multi agency interdepartmental partnerships and represent the council at a wide variety of forums	X		IN
Ability to manage conflict between parties and professionals often in a highly stressful arena with high demands	X		IN
<b>Other attributes</b>			
Ability to attend evening meetings and lead on public consultations often in stressful situations with high demands in the public arena	X		AP/IN
Full driving licence and access to a car to travel to sites and offices in and outside the Borough	X		AP

**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.