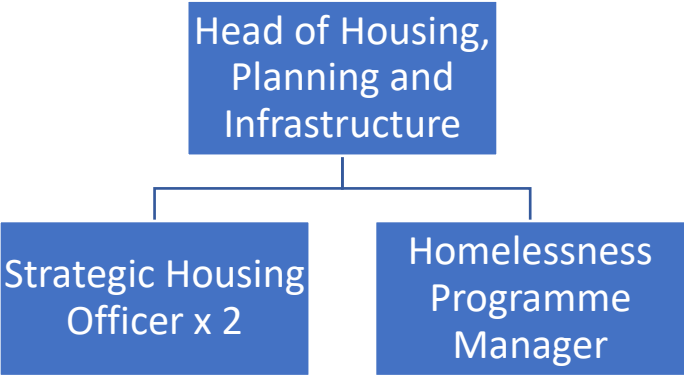


| JOB DESCRIPTION & PERSON SPECIFICATION                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                          |
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| Director Area: GL CCA                                                                                                                                                                                                                                                                                                                                                                                                              | Job Ref Number:                                                                                                                                                                                                                                                                          |
| Service Area: Investment and Growth                                                                                                                                                                                                                                                                                                                                                                                                | Grade: G10                                                                                                                                                                                                                                                                               |
| Job Title: Strategic Housing Officer                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                          |
| <b>PURPOSE OF JOB:</b><br><br>The post holder will lead on housing strategy, policy and performance for the Greater Lincolnshire Combined County Authority.<br><br>The post holder will take a leading role in driving forward all aspects of housing policy work, ensuring that the Authority is fully compliant with requirements. The role will be involved in shaping and delivering housing projects in Greater Lincolnshire. |                                                                                                                                                                                                                                                                                          |
| <b>TEAM STRUCTURE:</b><br><br><div style="text-align: center;">  <pre> graph TD     A[Head of Housing, Planning and Infrastructure] --&gt; B[Strategic Housing Officer x 2]     A --&gt; C[Homelessness Programme Manager]                     </pre> </div>                                                                                   |                                                                                                                                                                                                                                                                                          |
| <b>MAIN DUTIES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                          |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                  | Develop the Authority's Housing strategies, policies and plans, where required.                                                                                                                                                                                                          |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                  | To keep abreast of key policy developments as they affect the Combined Authority                                                                                                                                                                                                         |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                  | To lead on the preparation of policy reports for the authority, CLT and members. This will include providing informed responses to government consultations.                                                                                                                             |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                  | Working alongside the Head of Housing, Planning and Infrastructure to develop a Housing Strategy and delivery Plan for the Authority                                                                                                                                                     |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                  | Interprets, collates and reports relevant data for the Authority on Housing for performance and business improvement. This will include reviewing and providing critical analysis of performance in delivering against housing related objectives and making recommendations as required |

|                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6                                                                                                                                                                                                                                                                                                                                                                                       | To develop evidence base and documentation to enable the CCA to enter a successful Strategic Place Partnership with Homes England.                                                                                                                                                                                                                                                                                           |
| 6                                                                                                                                                                                                                                                                                                                                                                                       | To work collaboratively with all Local Authorities on all aspects of housing policy development, analysis and project delivery and links to Local Plan and local Housing needs assessments,                                                                                                                                                                                                                                  |
| 7                                                                                                                                                                                                                                                                                                                                                                                       | To oversee the delivery of any housing projects within the CCA, such as accelerated sites and brownfield housing fund.                                                                                                                                                                                                                                                                                                       |
| 8                                                                                                                                                                                                                                                                                                                                                                                       | To ensure the content on the website for housing is up to date                                                                                                                                                                                                                                                                                                                                                               |
| 9                                                                                                                                                                                                                                                                                                                                                                                       | Keeping up to date with best practice in the sector and critically assessing the opportunities for learning and sharing with Colleagues                                                                                                                                                                                                                                                                                      |
| 10                                                                                                                                                                                                                                                                                                                                                                                      | Lead on the development of an active and housing investment pipeline of projects for both new housing, affordable housing and housing retrofit.                                                                                                                                                                                                                                                                              |
| 11                                                                                                                                                                                                                                                                                                                                                                                      | Support the development of investable propositions and interventions for Housing and the finance and investment models required.                                                                                                                                                                                                                                                                                             |
| 12                                                                                                                                                                                                                                                                                                                                                                                      | Work in collaboration with local, regional, and national partners, to influence, shape and secure funding opportunities, including grants, partnerships, and other financial resources and develop strategic policy propositions and interventions that align with the organization's mission and objectives.                                                                                                                |
| 13                                                                                                                                                                                                                                                                                                                                                                                      | Proactively liaise, negotiate, and collaborate with internal and external stakeholders including with MHCLG, managers, employees, Constituent Local Authorities, members and constituent District and Borough Authorities, development partners, partnership agencies such as Homes England as appropriate in the strategic development of plans and priorities and in the development of housing propositions and projects. |
| 14                                                                                                                                                                                                                                                                                                                                                                                      | Represent GLCCA on appropriate housing related stakeholder Boards, Groups and at external meetings and expand our network.                                                                                                                                                                                                                                                                                                   |
| <p><b><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i></b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                              |

**PERSON SPECIFICATION**

| Requirements                                                                                                                                                                                      | Where identified* | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|-----------|
| Knowledge and understanding of national and regional housing statutes, guidance and policy and how they apply to local authorities.                                                               | A/I               | E         |           |
| An understanding of working with Homes England and the Financing and Investment models.                                                                                                           | A/I               | E         |           |
| Experience of successfully managing capital projects and implementing effective project management and governance practices.                                                                      | A/I               | E         |           |
| Experience of analysis of data and information for performance and scrutiny purposes.                                                                                                             | A/I               | E         |           |
| Experience of analysis of data and information for performance and scrutiny purposes.                                                                                                             | A/I               | E         |           |
| Experience of report writing to a high standard, including developing and producing housing related strategies and plans.                                                                         | A/I               | E         |           |
| Experience of successfully managing own workload in an environment where deadlines and priorities frequently change and are often conflicting.                                                    | A/I               | E         |           |
| Ability to accurately analyse numeric, textual and performance data and present your findings in a clear and coherent way to a variety of audiences                                               | A/I               | E         |           |
| Ability to communicate effectively and authoritatively both orally and in writing, with councillors, officers, partner organisations and the public.                                              | A/I               | E         |           |
| An understanding of wider housing development and construction market, housing aspirations for the CCA and how Local and Regional Authorities can assist in delivering housing growth objectives. |                   |           | D         |

|                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|---|
| Good negotiating skills with internal and external directorates and agencies that have led to positive outcomes.                                                                                                                                                                                                                                                                                                 |  |  | D |
| Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines                                                                                                                                                                                                                                                                           |  |  | D |
| Educated to degree level in a related subject area or equivalent through work experience.                                                                                                                                                                                                                                                                                                                        |  |  | D |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |   |
| *A = Application form      T = Test/Assessment      I = Interview      P = Presentation                                                                                                                                                                                                                                                                                                                          |  |  |   |
| <b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |  |  |   |