

<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area:</b> GL CCA	<b>Job Ref Number:</b>
<b>Service Area:</b> n/a	<b>Grade:</b> LCC G10 <a href="https://www.lincolnshire.gov.uk/employment-policies/pay-policy-statement/3">https://www.lincolnshire.gov.uk/employment-policies/pay-policy-statement/3</a>
<b>Job Title:</b> Strategic Housing Officer	
<b>PURPOSE OF JOB:</b>  <p>The post holder will lead on housing strategy, policy, and performance for the Greater Lincolnshire Combined County Authority.</p> <p>The post holder will take a leading role in driving forward all aspects of housing policy work ensuring that the Authority is fully compliant requirements.</p> <p>The post holder will work collaboratively with Local Authorities and stakeholders.</p>	
<b>TEAM STRUCTURE:</b>  <div style="text-align: center; margin: 20px 0;"> <pre> graph TD     A[Lead Infrastructure and Economic Vision] --- B[Peer Job Title]     A --- C[Housing Policy Manager]     A --- D[Peer Job Title]             </pre> </div>	
<b>MAIN DUTIES:</b>	
1	Be the Lead for Housing for the Combined Authority
2	Develops the Combined Authorities housing strategies, policies, and plans, where required.
3	To keep abreast of key policy developments as they affect the Combined Authority and brief senior officers and politicians
4	To lead on the preparation of policy reports and recommendations for the authority, CLT and members. This will include providing informed responses to government consultations.

5	To develop a robust and evidence based Housing Strategy and Plan for Greater Lincolnshire and the CCA.
6	To develop evidence base and documentations to enable the CCA to enter a successful Strategic Place Partnership with Homes England.
7	Interprets, 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
8	To collaborate with all Local Authorities on all aspects of housing policy development, links to Local Plan and local Housing needs assessments, analysis and project delivery
9	To oversee and provide assurance on any housing programs within the CCA.
10	To ensure the content on the website for housing is up to date
11	Keeping up to date with best practice in the sector and critically assessing the opportunities for learning and sharing with Colleagues
12	Lead on the development of an active and housing investment pipeline of projects for both new housing, affordable housing and housing retrofit.
13	Support the development of investable propositions and interventions for Housing.
14	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.
15	Proactively liaise, negotiate, and collaborate with internal and external stakeholders including with MHCLG, managers, employees, Constituent Local Authorities, members and City, District and Borough Councils, 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 programs
16	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 perform 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>	

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**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
Relevant experience in leading on housing policy, strategy and programmes within a political environment.	A	E	
Detailed knowledge and understanding of national and regional housing statute, guidance, and policy and how they apply to local authorities.	A	E	
Knowledge of policy development as it relates to local government and the delivery of services. Specifically, knowledge of Local Plan, Housing Needs Assessments, Affordable Housing, and Housing Development policies would be of benefit.	P	E	
An understanding of wider housing development and construction market , housing aspirations for the MCCA and how Local and Regional Authorities can assist in delivering housing growth objectives.	I,P	E	
Experience of analysis of data and information for performance and scrutiny purposes.		E	
Experience of report writing to a high standard, including developing and producing housing related strategies and plans.		E	
Experience of successfully managing own workload in an environment where deadlines and priorities frequently change and are often conflicting.		E	
Experience of successfully manage capital projects and implement effective project management and governance practices.	I,P	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	I,P	E	
Ability to communicate effectively and authoritatively both orally and in writing, with councilors, officers, partner organisations and the public.	I,P	E	

Good negotiating skills with internal and external agencies and private sector partners that have led to positive outcomes.	I,P		D
Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines	A		
Ability to oversee the delivery of projects / programs <u>and/or</u> leading reviews of housing approaches and making recommendations for change.	I,P		
Educated to degree level in a related subject area or equivalent through work experience.	A		

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

#### GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Combined County Authority Core Values and Behaviours and to carry out the duties in accordance with MCCA policies.

**Other Duties** - 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.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the MCCA Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during their work.