

## BRIGHTON & HOVE CITY COUNCIL

### JOB DESCRIPTION

<b>Job Title:</b>	Housing Enabling Officer (community led housing)
<b>Reports to:</b>	Housing Strategy & Enabling Manager
<b>Department:</b>	Neighbourhoods, Communities & Housing
<b>Section:</b>	Housing Strategy

### Purpose of the Job

Brighton & Hove City Council is committed to supporting community led housing, recognising that the level of housing need and demand for affordable housing in Brighton and Hove requires a number of responses. The post holder will undertake community led housing enabling work to help increase the provision of community led housing schemes across Brighton & Hove. The post holder will work closely with the Brighton and Hove Community Land Trust hub to support their programme of work. The post holder will take a lead for site identification within council assets, progressing sites and acting as council liaison with the hub to completion of projects.

### Principal Accountabilities

1. To develop and deliver a clear strategy and vision for realising community led housing developments in the city.
2. To work across a portfolio of council services including legal, planning, housing and strategic assets in support of community led housing projects.
3. To advise community led housing organisations on suitable site options (within the council portfolio) and to seek relevant permissions.
4. To work collaboratively with community led housing organisations in the city to maximise income for developing new projects and schemes, including exploring match-funding opportunities and establish ways of using Brighton & Hove City Council access to loans (e.g. public works loans)
5. Help manage the delivery of the projects by seeking approvals and taking forward decisions through relevant committees.

6. Actively work with the Brighton and Hove Community Land Trust hub to link community led housing schemes with other landowners seeking disposal or re-use and actively seek other opportunities for community led housing.
7. To work with planning to promote the inclusion of community led housing in developments in the city and within Section 106 agreements where possible.
8. Keep up to date with other local authorities supporting community led housing, to assist in the development of good practice and innovative ways of providing and funding community led housing in the city. To develop case studies and lessons learnt to inform others.
9. To maintain current awareness of local and national government policy guidance across relevant service areas.
10. To promote and raise awareness of funding streams for community led housing and to place relevant bids on behalf of the local authority.
11. To report on activities and progress on objectives and outcomes to senior officers, members and government funders.
12. To attend relevant forums, seminars and conferences.
13. To uphold and carry out duties of the post with due regard to the city council's equalities and equality in employment policies.

## **General Accountabilities**

### **1. Health & Safety**

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others' welfare and safety

To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice

To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice

To ensure that safe premises, equipment and working environments are maintained.

## **Equalities**

1. To develop practices within Housing that uphold and develop the principles of the City Council's Inclusive Policy in relation to staff and to service provision.

To work within and actively promote the City Council's Inclusive Policy in relation to service delivery and staff management.

To undertake all work with compliance to the Public Sector Equality Duty and the Equality Act 2010.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. It is very unlikely that this JD covers every issue that may arise within the post; therefore the post holder will be expected to carry out other duties fitting into the overall purpose and grade of the job.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### PERSON SPECIFICATION)

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### Essential Criteria

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>Degree level or evidence to demonstrate the knowledge and skills required for the role ideally related in planning, development or housing</li> <li>Knowledge of the key issues relating to the delivery of community led housing</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in housing and/or housing development</li> <li>Experience of working in partnership with a range of stakeholders and senior managers and collaboratively with internal and external providers to achieve joint objectives</li> <li>Proven ability to manage complex relationships and competing priorities in a political environment</li> <li>Experience of translating national policies and strategies into local actions/activities</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills with the ability to give presentations, write reports and options appraisals and to keep clear, factual and contemporaneous records</li> <li>Excellent interpersonal skills and the ability to deal with people with tact and diplomacy, including the ability to negotiate and mediate between various parties</li> <li>Effective time management skills with the ability to prioritise work and meet deadlines and timescales</li> <li>Ability to demonstrate effective problem solving and adjust to changing priorities</li> <li>Effective project management skills</li> <li>Ability to work flexibly as part of a team</li> </ul>

	<ul style="list-style-type: none"> <li>• Good ICT skills including experience in the use of Microsoft Office</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• To demonstrate a commitment to the principles of equality and to be able to carry out duties of the post in accordance with the Council's Inclusion Policy</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Must be able to attend evening meetings on an occasional basis</li> </ul>