

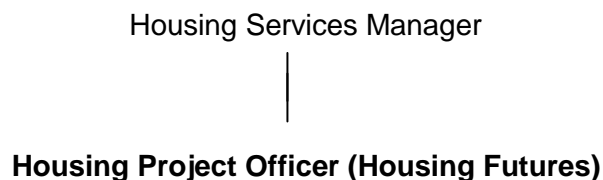
METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE	:	Neighbourhoods (Place)
SECTION	:	Strategic Housing Service
LOCATION	:	Number One Riverside, Rochdale
Job Title	:	Housing Project Officer (Housing Futures)
Grade	:	Grade 8
Accountable to	:	Housing Services Manager
Accountable for	:	
Hours of Duty	:	37 hours per week in accordance with the authority's scheme of flexible working hours
Any Special Conditions of Service		<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>Some out of hours working and attendance at evening meetings, which will be compensated for in accordance with local conditions of service.</p> <p>Casual user car allowance</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

- To identify relevant developments in national, regional and sub-regional policies, strategies and guidance across a range of work areas, including strategic housing priorities, development, growth and affordable housing.
- To promote and develop strong, influential and effective working relationships between relevant agencies, across sectors and across the Greater Manchester region, to ensure the vision and objectives of the Council, of Housing Services and of local communities are delivered.

- To undertake research and analysis, to identify emerging initiatives in the housing field, understand complex data, benchmark and compare best practice; understanding the findings of such, the impact and implications, priorities, identifying opportunities and recognising the need for change.
- To utilise the Council's IT systems including GIS and mapping systems, advanced use of Excel and Access, and FLARE software in preparing and delivering projects, including, but not limited to, housing development, energy efficiency and empty property work.
- To project manage projects and policy and strategy implementation and scheme delivery; from creation, throughout development, to implementation and delivery, procuring necessary goods and services where applicable. Identifying project risks, and managing, mitigating and monitoring as such.
- To support and develop projects and programmes undertaken across the whole Service, reviewing performance and recommend improvements to enhance performance, Service objectives are achieved and ensure VFM.
- To identify relevant stakeholders, develop and lead on relevant consultation of proposals with customers, internal and external partners, elected members, Legal Services, Heads of Service and Government bodies.
- To seek internal and external funding where appropriate and available in order to deliver against the objectives of the service.
- Areas of activity will include involvement in Service priorities, for example:
 - Development and delivery of aspirational and affordable housing
 - Client role with housing providers and external contractors
 - Policy development
 - Project management
 - Procurement
 - Research and analysis and evaluation

Control of Resources

Personnel

Responsible for the direction, support and motivation of self and staff allocated to the postholder.

Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority.

Responsible for that part of the service's resources, which relate to the work of the postholder.

Equipment/Materials

To be responsible for all materials and equipment from time to time issued to the postholder or used by staff allocated to the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Management and staff of the Strategic Housing Service
- Management and staff of other Services within the Authority
- Elected Members
- Executive Leader Team
- Internal Contractors

External

- Members of the public
- Management and staff of partner organisations
- External contractors
- Representatives of community groups, voluntary organisations and business community
- Staff of Government Departments
- Staff and management of other local authorities and public service agencies
- Academic Institutions
- Housing Working Parties
- Delivery Partners
- Local Housing Providers
- Property agents, managing agents and estate agents
- Local MPs
- Media
- Private sector developers

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

1. Approach the job at all times using the values set out in the Rochdale Way:
 - Valuing our people
 - Focusing on customers
 - Acting with integrity
 - Using time and money wisely
 - Working together
 - Always learning and improving
2. Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To identify relevant developments in national, regional and sub regional policies, strategies, guidance and priorities across a range of issues, including:
 - Growth and housing development
 - Social housing
 - Homelessness
 - Private sector housing
 - Health
 - Economic factors
 - Vulnerable people
 - Regeneration
 - a) to ensure compliance with relevant legislation and government guidance and ensuring the Council meets its statutory requirements;
 - b) to identify required changes in relation to both the Council and its partner organisations when delivering services on behalf of the Council;
 - c) to identify and assess the impact, risk and implications;
 - d) to conduct further research from a variety of sources, to summarise and to produce quality report and briefing papers on the relevance to the local area and communicate such information to the Council's Head of Services, Elected Members and other partners;
 - e) to recommend appropriate action and to develop projects and policies to deal with specific national issues.
2. To prepare and implement and manage housing projects and policies in response to the needs of the Service. Working with all members of the Housing Service in seeking solutions to issues and problems that arise in delivery of the service, whilst meeting statutory duties and the Council's strategic objectives;
 - a) to ensure legislative and Department of Communities and Local Government (CLG) guidelines are incorporated and statutory duties are met;
 - b) to manage successful implementation of projects and policies, identifying risks to mitigate, monitor and manage, to ensure successful delivery;
 - c) to negotiate and work effectively with partners and external agencies / contractors to deliver;
 - d) to identify relevant stakeholders and the need/requirement for consultation; to plan and carry out meaningful consultation with partners, elected members, tenants and residents;
 - e) monitor and review relevant projects and policies once implemented; understanding whether objectives are being met and what action is required if not;
 - f) to work with internal and external partners and contractors to deliver strategic development and service delivery;
 - g) to conduct best practice and bench marking exercises / reviews and evaluate how those projects and policies are working and if targets and objectives are being met;
 - h) to report and present project and policy decisions, recommendations and performance to chief officers, elected members, Cabinet and Committees and external partners when appropriate.

3. Responsible for the collation, analysis and evaluation of relevant data and information in relation to policies, strategies and work areas;
 - a) to seek and understand relevant data to make informed decisions;
 - b) to coordinate, collect and collate data from partners and external agencies;
 - c) to analyse and extract relevant information, identifying trends and understanding the impacts and implications of such and recommend action where required;
 - d) to provide complex information / data in a presentable format for a range of audiences, including chief officers and elected members;
 - e) commission, when necessary, research and intelligence projects.
4. Participate fully in corporate working groups and to promote and develop strong and effective working between relevant partners, agencies, between sectors and across Greater Manchester:
 - a) to attend/lead relevant working groups;
 - b) to engage partner organisations and build effective relationships in order to deliver targets and objectives;
 - c) when required, negotiate and persuade relevant stakeholders, to achieve desired outcome / results.
5. In relation to the acquisition and development of housing sites, undertake and commission any necessary works, studies or investigations from internal or external groups including but not limited to that relating to: acquisition, compulsory purchase orders, maintenance; remediation; valuations; development viability/capability; planning; soft market testing; design & procurement.
 - a) understanding the best route to market;
 - b) to develop detailed procurement documents, including service specifications and contract requirements;
 - c) to undertake market testing exercises where applicable;
 - d) to implement contracted services and monitor and manage thereafter;
 - e) to address poor performance, poor quality outcomes etc and put measures in place with contractor/service provider to improve.
6. To make, where necessary, required investigations and preparations for the compulsory acquisition of sites.
7. To compile the relevant information relating to individual sites, develop appropriate courses of action for each and if necessary individual development briefs and secure all relevant permissions for the proposed development on sites, including planning permission, internal approvals, political approval & government consents.
8. To participate in and, on occasion, undertake the preparation of bids for internal and external funding and subsequent implementation of successful bids.

Secondary Duties

1. To deputise for other members of staff as required.

2. To actively contribute to the development of the Housing Services Service Plan.
3. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Peter Maynard</u>	Date	<u>September 2018</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Chief Officer	<u></u>	Date	<u></u>

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Neighbourhoods (Place)	Post:	Housing Project Officer (Housing Futures)
Section :	Strategic Housing Service	Post Number :	
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Flexibility to work outside normal working hours and attend meetings	E	AF/I
2 Willingness to undertake and participate in training and development activity	E	AF/I
3 Ability to travel within the borough and across the GM area	E	AF/I
(b) Qualifications and Experience		
1 Please provide details of your experience of working in a strategic housing / housing development / social housing / local authority environment.	E	AF/I
2 Evidence your in depth knowledge and understanding of housing issues and the implications, priorities and challenges across sectors and in related areas; for example housing development, housing markets, social housing, registered housing providers, homelessness, private sector housing and empty properties.	E	AF/I
3 Please provide details of your experience in using and developing advanced IT applications especially with regards to creating and maintaining GIS/mapping, spreadsheets and databases, and preparing reports and presentations.	E	AF/I
4 Detail your experience of developing and maintaining effective and influential relationships and partnership, both internally and externally, to deliver highly successful partnership / multi-agency working.	E	AF/I
5 Please tell us about your experience of innovative, high profile project and policy review; designing and developing projects and policies to meet statutory duties and priorities in	E	AF/I

	a housing orientated environment.		
6	Give detail of your experience of leading projects/project management, from conception and throughout implementation to the final delivery of project / policy / service in a housing orientated environment.	E	AF/I
7	Please demonstrate your experience of working for a local authority. Consulting and working with chief officers, directors and Elected Members and presenting reports and recommendations in a political environment.	E	AF/I
(c) Skills and Knowledge			
1	Please provide detail of you in depth knowledge and understanding of housing issues and the implications, priorities and challenges across sectors and in related areas; for example housing development, housing markets, social housing, registered housing providers, homelessness, private sector housing and empty properties.	E	AF/I
2	Demonstrate your ability to read and understand complex data; for example legislation, case law and government guidance and interpret and identify relevant points in relation to Council policies, strategies and priorities, with the ability to collect, collate and analyse relevant data to understand implications of such.	E	AF//A
3	Give an example that demonstrates your excellent written skills and your ability to produce quality reports for chief officers and elected members, complex policy and strategy documents, service specifications and content for public facing literature for example.	E	AF/I
4	Please evidence that you are highly competent and confident at communicating with a range of audiences; including chief officers (both internal and external and elected members. Delivery of presentations, reports, training and stakeholder briefings.	E	AF//A
5	Show how you have the confidence, experience and skills to challenge, persuade and negotiate at all levels and in difficult circumstances, both within own organisation and external partners and / or contractors.	E	AF/I
6	Evidence your ability to work autonomously. Plan, organise and prioritise workload whilst under pressure and meeting deadlines.	E	AF/I
7	Demonstrate your ability and drive to identify required work / tasks relevant to the role, with the confidence and capability to use own initiative and motivate ones self.	E	AF/I
(d) Behaviours and Values			
1	Show how you will approach the job at all times using the values set out in the Rochdale Way: <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers	E	AF/I

<ul style="list-style-type: none"> <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>		
<p>2 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.</p>	D	AF/I
<p>3 If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.</p>	D	AF/I