Job Description

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| **Job Title** | Principal Housing and Investment Officer |
| **Grade** | PO2 |
| **Reporting To** | Housing Investment Team Leader |
| **JD Ref** | CSTRAT0005P |

Purpose

Contribute to the development and delivery of the strategic housing function, through the commissioning of assessments, undertaking of research to identify and respond to Wirral’s housing needs, through working with internal and external partners.

Main Duties And Responsibilities

* Develop and co-ordinate activity in relation to statutory duties including the production of the Housing Strategy promoting housing growth, understanding housing conditions, improving energy efficiency. Contribute to the Wirral Plan Pledge and priorities, wider housing related strategies including those for vulnerable groups, including preparing written reports and attending relevant meetings.
* Develop and implement Wirral’s Affordable Warmth Action Plan to reduce fuel poverty in the Borough and monitor programmes to ensure Wirral meets its statutory obligation to report on activity and targets set out in the Home Energy Conservation Act 1995.
* Commission and carry out housing research and collate data relating to strategic housing opportunities and initiatives, prepare reports and attend relevant meetings. Contribute to the electronic mapping of information relevant to housing strategy, regeneration and energy efficiency initiatives.
* Meet requirements for monitoring, measuring and reporting fuel poverty, energy efficiency activity, the housing needs and markets of the Borough through being responsible for maintaining information and data to support strategic housing activity.
* Maintain close liaison, working in partnership and co-ordinate the involvement of key agencies, stakeholders and other internal departments including planning, Asset Management. Legal Services, Social Services, the Homes and Communities Agency, Government Offices, Registered Providers and energy suppliers in identifying housing needs, development opportunities, delivering housing and domestic energy initiatives and improving health and housing initiatives.
* Assist to contributing to the development of external funding bids to maximise inward investment to the borough and to ensure that strategic housing projects are effectively monitored and delivered.
* Identify new opportunities, develop and co-ordinate the delivery of initiatives to assist in meeting local needs including affordable warmth and fuel poverty programmes, the affordable homes programme and non-government funded housing schemes. Seek to secure and maximise funding to deliver housing and affordable warmth initiatives and programmes to meet local priorities and targets.
* Co-ordinate the involvement of key stakeholders to develop and deliver partnership schemes in housing strategy activity and policy issues. Provide supportive assistance to the Strategic Housing Partnership ensure housing’s contribution to wider Corporate strategy, policy initiative and priorities.
* Prepare statistical and written reports and attend meetings as appropriate with other Council Departments, elected Members, external organisations and other stakeholders including through Wirral’s Strategic Housing Partnership.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* *Desirable - Relevant full or part professional qualification, educated to Degree level or equivalent.*
* *Desirable - Undertaking or completion of a supervisory related qualification, i.e. ILM (Institute of Leadership & Management.)*
* *Desirable - Relevant qualification in the field of energy management/energy efficiency and/or housing and regeneration.*

**Knowledge & Skills**

* Awareness of housing and regeneration issues.
* Awareness of the relevant requirements of the Localism Act, Housing Act and Home Energy Conservation Act.
* Ability to communicate effectively in writing and verbally, including report writing.
* Interpreting legislation, and policy documents.
* Statistical and data analysis.
* High level of numeric and literacy skills.
* Use of Information and Communication Technology including Microsoft Office.
* Ability to work to tight timescales.
* *Desirable – Awareness of housing and energy efficiency’s contribution to wider issues.*
* *Desirable - Awareness of corporate strategies and priorities.*
* *Desirable - Project Management Skills.*
* *Desirable - Presentation Skills.*
* *Desirable - Awareness of Housing Finance issues, including national and local initiatives.*
* *Desirable - Strategic housing issues.*
* *Desirable - Ability to provide energy advice and awareness.*
* *Desirable - Ability to work to tight deadlines to set performance targets.*

**Experience**

* Experience in a Local Authority, social housing provider or energy related environment.
* Research in housing related work.
* *Desirable - Research into Housing Needs and Housing Markets.*
* *Desirable - Community and stakeholder engagement and Consultation processes.*
* *Desirable - Preparing Strategies and policy documents.*
* *Desirable - Bidding and securing resources.*
* *Desirable - Liaison with external agencies.*
* *Desirable - Delivering and developing housing and energy efficiency schemes and programmes.*
* *Desirable - Housing development processes.*
* *Desirable - Supervising, delegating and managing workloads within a busy team.*
* *Desirable - Monitoring housing and energy performance in relation to targets.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Exposure to persons with challenging or aggressive behaviour

Approved By: Lisa Newman

Job title: Assistant Director Housing Services

Date Of Approval: 19/04/2018