

ROLE DESCRIPTION

Job Title	Lead Officer Housing Strategy
Salary Band	SCP (44-50)
Reporting to	Senior Policy Lead – Place and Net Zero
Directorate	Policy & Strategy Directorate
Service Area and sub area	Policy & Strategy
Team	Place and Net Zero
Political Restriction	No

1. Primary Purpose of the Post
To play a leading role in developing and delivering housing policy and strategy for the Combined Authority, working in conjunction with the Constituent Authorities, private sector partners, and other key stakeholders.
2. Your responsibilities
<ul style="list-style-type: none"> • To lead the development and delivery of the LCRCA housing focused strategies, policies and plans, and to develop, implement and evaluate areas of housing policy. • To interpret and use data and research to develop a sophisticated understanding of the housing challenges and opportunities the city region faces, ensuring impact of actions are appropriately monitored, benchmarked and reported. • To work in conjunction with relevant officers in the Combined Authority, constituent local authorities, government agencies, private sector and the social housing sector, in delivering housing policy objectives, including input into the LCR Local Growth Plan. • To provide policy support and advice to the Combined Authority's housing delivery function, supporting the development of an integrated housing pipeline. • To undertake fore-sighting activities that focus on housing legislation and market and sector trends that will impact the city region, determining implications for policy, investment and delivery. • To support the on-going development of effective, collaborative, strategic relationships with key private and public sector stakeholders and partners regionally, nationally and across the city region. Convening partners to aid the alignment of functions to maximise impact. • To support the Senior Policy Lead – Place and Net Zero and other Policy Teams to ensure that the development of housing policy is reflected and supported in other CA policies including skills & employment, environment, net zero, place-making and spatial planning.

- To prepare housing policy and strategic position papers and briefings for the Metro Mayor, the Executive Leadership Team and the wider LCRCA based on a sound understanding of the Mayoral and LCRCA objectives.
- To provide specialist housing advice in support of the Combined Authority's policy development, devolution and / or funding responsibilities, helping to deliver a joined-up housing offer.
- To provide professional support to the relevant Cabinet Leaders, supporting the LCR Strategic Place Partnership, LCR Housing and Regeneration Board and other housing focused networks as required, preparing and presenting relevant reports.
- To work with the Evidence, Research and Intelligence team to develop an evidence base and data needed for effective housing policy development.
- To support the Combined Authority in the strategic commissioning and management of funding, including specification development and stakeholder relationships as required.
- To work with stakeholders from academia, community and voluntary sector organisations and national agencies to ensure shared development and ownership of policy developments and wider connectivity of initiatives to deliver the LCRCA's strategic housing objectives.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To develop effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- In line with the respective role to ensure 'joined up' policy and practice in across areas of the city region.
- To represent the LCRCA with customers and the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people.
- To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support Liverpool City Region's communities, through services and activities which address local concerns, and which foster social capital and 'resilient communities'.
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives
- Support the scrutiny process established by the LCRCA
- To contribute to the corporate management of the strategic risks facing the LCRCA



- Recruit, appraise and develop staff. Set individual performance targets, monitor performance take action to achieve results on time and within budgets.
- Promote the Combined Authority's core values and continued improvement in service quality and efficiency.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To develop the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Application
Competency Based Interview
Assessment

PERSON SPECIFICATION

Service Area:

Policy & Strategy

Job Title:

Lead Officer Housing Strategy

Grade:

SCP (44-50)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Qualified to Degree level or above (Although professional experience and track-record of operating at an appropriate strategic level may be acceptable.)	E	A
Membership of (or eligibility to join), a recognised and relevant professional body	D	A
Evidence and commitment to continuous personal and professional development.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Record of achievement in a similar role, of operating in a complex environment, preferably in local and/or central government or relevant policy body/agency/ consultancy	E	A, I
Demonstrable experience of developing housing repolicy and strategic position papers ideally at national, sub national and local level	E	A, I, P
Demonstrable experience of providing professional strategic advice to politicians and Senior Leadership teams	E	A, I
Experience of building and developing effective, collaborative relationships with stakeholders, partners and internal functions	E	A, I
Experience of advising on and supporting funding allocation	D	A
Experience of direct management of staff, providing direction and managing performance	D	A
Experience of influencing Government policy and direction	D	A
An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	E	A, I, P
Detailed understanding of key government policies and the policy making	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	E	A, I, P

Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders	E	A, I
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	E	A, I, P
Ability to deliver and lead others, prioritising work against competing demands to meet challenging deadlines	E	A, I
Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes	E	A, I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority	D	A, I
A commitment to providing a high-quality customer service and ensuring service standards are met	D	A, I
An understanding of and a personal commitment to the Vision and Aims of the Liverpool City Region Combined Authority.	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Experience of operating effectively and collaboratively as part of a team	E	A, I
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	D	A

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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