

ROLE DESCRIPTION

Job Title	Housing Delivery Officer
Salary Band	SCP 27 - 32
Reporting to	Housing Delivery Manager
Directorate	Investment and Delivery
Service Area and sub area	Pipeline Coordination
Team	Housing Delivery
Political Restriction	No

1. Primary Purpose of the Post
To develop and support delivery of housing projects in the city region, in partnership with the six constituent Local Authorities, Registered Providers and other partners. To provide technical expertise in housing development and programme management in relation to new build housing delivery, in line with the LCRCA's strategies and programmes.
2. Your responsibilities
<ul style="list-style-type: none"> • To support the delivery of housing projects across the city region. • To maintain and add to a pipeline of housing projects which meet the needs of the current population to ensure that the economic growth ambitions of the LCRCA are met. • To support and contribute to partnership working with Local Authority Partners, Registered Providers and the private sector. • To develop projects from the housing pipeline that are eligible for funding to ensure that are guided through the bidding and assurance process. • To support the wider team with the development of delivery mechanisms, financing solutions and communication campaigns to maintain and promote delivery. • Support the commissioning of relevant consultancy work to enable housing delivery. • Provide support in the development and co-ordination of intelligence and data to inform housing strategy, policy and project delivery in the city region. • Support liaison with Legal, Procurement and Finance colleagues to develop and negotiate the CA's contractual arrangement. • Support the management of Capital and Revenue budgets associated with housing delivery programmes. • Contribute to supporting and advising Local Authorities and Registered Providers on appropriate strategies, funding streams and policies. • Support with the management of data and reporting of outputs to central government departments as appropriate.
3. General Corporate Responsibilities
<ul style="list-style-type: none"> • To input to the effective delivery of housing projects/programmes and ensure synergy with other funding programmes.



- To write reports (including Full Business Cases) and be able to present them in line with the CA's Governance procedures to seek approval for funding applications or other recommendations.
- To represent the CA when working with partner organisations.
- To operate in a manner that demonstrates the CA's vision and values.
- To work with public and private sectors to support communities through policy and delivery that addresses local concerns.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills, knowledge and experience.
- To ensure that the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Housing Delivery Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A subject relevant degree or some experience within the housing or building industry	E	A
Commitment to continuous personal and professional development.	E	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
Relevant experience within housing and/ or the housing development industry	E	A/I
Experience of managing/ and or reporting on public funding	D	A/I
Demonstrate a broad understanding of housing tenures, markets and the construction process.	E	A/I/P
Experience of project management with the ability to demonstrate the delivery of projects on time and to budget.	E	A/I
Understanding of the public sector's role in housing delivery across the LCR	E	A/I/P
Experience of engaging with different stakeholders	E	A/I
Experience of developing good working relationships to persuade, negotiate and influence.	E	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Good written and oral presentation skills with the ability to present complex ideas and information in a clear and comprehensible way to different stakeholders.	E	A/I/P
Ability to work autonomously as appropriate and to prioritise and meet challenging deadlines.	E	A/I
Ability to understand the needs of the city region and translate them into solutions and outcomes.	D	A/I/P



Personal Attributes	E = Essential D = Desirable	Identified By
Self-motivated and proactive to ensure deadlines are met.	E	A/I
Well organised and able to plan and prioritise workloads	E	A/I
A team player and willing to work together to achieve a positive outcome for the benefit of the LCRCA	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and commitment to the core vision and values of the Combined Authority.	E	A/I
An understanding of and commitment to equal opportunities.	E	A/I
A commitment to providing a high standard of service to stakeholders and partners.	E	A/I/P

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
---------------	-----------------	------------------