

JOB DESCRIPTION

**JOB TITLE: Affordable Housing Delivery
Manager**
GRADE: 5

JOB NO:

DIVISION: City Housing

NO OF POSTS: 1

SECTION: Strategic Enabling

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To develop, co-ordinate and promote both Councils' affordable housing delivery function to maximise investment and ensure that the required outcomes are achieved through effective negotiation and consultation, research and policy development

1.2 To work with housing associations, developers, landowners, communities to deliver sustainable affordable housing and other delivery provision. To support and lead on key negotiations with stakeholders around different schemes and what they can deliver.

2.0 DUTIES AND RESPONSIBILITIES

2.1 Identify, develop, consult and lead on the delivery of projects and initiatives to support the delivery of affordable housing across Birmingham

2.2 Understanding, contributing and communicating the results of the strategic housing market assessment to all key stakeholders so there is a clear understanding across all groups of housing need in the city.

2.3 Support the delivery of the Housing Strategy 2022-2027

2.4 To identify local housing strategic needs and issues and plan how these can be addressed

2.5 Develop proposals and initiatives to address identified needs.

2.6 Develop and commission various pieces of housing needs research.

2.7 Promote good practice and keep abreast of new initiatives in strategic approaches.

2.8 Service the Council's Housing Strategy Group and maximise the involvement of all stakeholders in the strategic process.

2.9 Ensure the preparation of complex reports related to affordable housing delivery

2.10 Liaise with BMHT and RSLs etc on the progression of affordable housing developments.

2.11 Represent the Council on working groups etc as appropriate.

2.7 Liaise closely with all relevant parts of the service and other sections, departments and agencies in relation to the strategic development and affordable housing delivery

2.8 Drive forward projects and initiatives based on expert advice from Homes England and the WMCA

2.9 Support and contribute to, the undertaking of due diligence using a wide range of knowledge, ability and experience and with support from technical colleagues in order to evaluate the feasibility of potential opportunities.

2.10 Champion the use of good practice in all developments and strive to deliver quality Outcomes

2.11 Advance a variety of affordable housing development projects through all phases of development

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Senior Affordable Housing Delivery Manager

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

| POST TITLE | GRADE | NO OF POSTS | LEVEL OF SUPERVISION* |
|-------------------------------------|-------|-------------|-----------------------|
| Affordable Housing Delivery Officer | 4 | 1 | Direct |
| Affordable Housing Assistant | 3 | 1 | Indirect |

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

| | | | |
|---------------------------------|---|----|---|
| DBS check required for the post | Yes | No | X |
| Level of check required | Standard | | |
| | Enhanced | | |
| | Enhanced with barred list check - Adults | | |
| | Enhanced with barred list check - Children's | | |
| | Enhanced with barred list check - Adults & Children's | | |

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|---------------------|--------------------|---------------------|
| Date: 25/11/2022 | Name: Naomi Morris | Signature: N.Morris |
|---------------------|--------------------|---------------------|

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our

vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.

Person Specification

JOB TITLE: Affordable Housing Delivery
Manager
GRADE: 5

JOB NO:

DIRECTORATE: City Housing

NO OF POSTS: 1

SECTION: Strategic Enabling

Method of Assessment (M.O.A.) A.F. =Application Form; I = Interview.
T. =Test or Exercise; C. =Certificate; P. =Presentation.

| CRITERIA | ESSENTIAL | M.O.A. |
|----------|-----------|--------|
|----------|-----------|--------|

| | | |
|--|---|--|
| Education/Qualifications NB: Full regard must be paid to overseas qualifications. | Comprehensive knowledge of housing policy and practice including development, the housing investment/acquisition market, and associated regulations and practices. | A.F, I, C |
| Experience (Relevant work and other experience) | Experience of developing strategies and plans. Extensive experience of working within a housing related environment. Experience of managing or supervising others Experience of working with external public and private sector organisations and voluntary and organisations. Experience of working with elected members Housing strategy development including previous experience of writing strategies. Experience in housing development work. | A.F, I A.F A.F A.F, I A.F A.F A.F, I |

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|----------|--|--------|
| | Accuracy and attention to detail, particularly when working to tight deadlines | A.F, I |
| | Capacity for innovation and strategic thinking | A.F, I |
| Training | Expert understanding of affordable housing delivery/ development and planning | A.F, I |
| Other | Any other duties as deemed fit to meet the needs of the service | |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

| | | |
|----------------|-------|------------|
| Date: | Name: | Signature: |
| Date reviewed: | Name: | Signature: |