

JOB DESCRIPTION

DATE: June2007

DESIGNATION: Housing Strategy and Enabling Officer

SERVICE: Environmental Health and Housing

GRADE: SO

REPORTS TO: Chief Housing Officer

CAR AND OTHER ALLOWANCES: Essential Car User

GENERAL DESCRIPTION OF DUTIES:

To be responsible for taking forward the Council's affordable housing development programme with RSL partners, undertaking housing research and formulating new strategies and initiatives and to create new opportunities for increasing the supply of affordable housing.

SPECIFIC RESPONSIBILITIES

1. To formulate future policy and new initiatives, evaluate new legislation relating to the Council's housing service, evaluate and prepare responses to government and other consultation papers and prepare reports for the Strategic Housing Advisory Board as required.
2. To co-ordinate and develop the Council's housing strategy and other related strategies.
3. To maintain regular liaison with key agencies and organisations to inform future supply needs.
4. To co-ordinate the annual housing forum and other related events linked to the development and implementation of the housing and homelessness strategies.
5. To monitor progress of the action plans contained within the housing and homelessness strategies to ensure targets are on course and to identify areas for improvement.
6. To produce progress reports for stakeholders on the housing and homelessness strategies.
7. To implement the Council's housing development programme through liaison with registered social landlords, the Housing Corporation and other related agencies.
8. To lead and maintain the RSL development forum and assist with the preparation, monitoring and review of the development programme.
9. To undertake research, including the commissioning of housing needs market assessments and to ensure information held on housing needs and the housing market across all tenures is kept up to date.
10. To supervise a rolling programme of rural housing needs surveys in accordance with good practice.

11. To provide comments on planning applications to which the Council's affordable housing policies apply, as directed by the Chief Housing Officer.
12. To assist in the collection and preparation of statistical returns to DCLG and other relevant organisations where required.
13. To participate in joint working with Kent authorities, registered social landlords, social services, probation and youth offending services, Connexions, Citizens' Advice Bureaux, Supporting People, primary care trusts, the local economic community and the voluntary sector to progress new initiatives.
14. To prepare and assist in the preparation of bids for funding to government and other relevant bodies.
15. To co-operate with managers in implementing the Council's health and safety policy and diversity policy.
16. To attend Advisory Board Committee and officer meetings, as required.

This job description has been prepared as a working document to identify the main areas of responsibility of the post. It is not intended to be a definitive statement of the duties of the post nor specifically to exclude any task which the post-holder might reasonably be required to undertake.