

## Role Description and Employee Specification

### Strategic Housing Manager

<b>Job title:</b>	Strategic Housing Manager	<b>Location:</b>	Primary location Cirencester. Option for two days/week remote working
<b>Department:</b>	Chief Executive	<b>Service:</b>	Housing
<b>Reports to:</b>	Chief Executive	<b>Working Hours:</b>	37 per week
<b>Job group:</b>	Specialist - Level 4	<b>Peer group no:</b>	PGT I
<b>Business World Post number:</b>	New post	<b>Direct Reports (if applicable):</b>	None
<b>FTE Salary pro rata:</b>	£57,350 - £63,650	<b>Contract type:</b>	Permanent

<b>Main purpose of this specific role:</b>	<p>Cotswold District Council is developing an ambitious Housing Strategy and is looking for a Strategic Housing Manager, ideally with housing delivery experience to accelerate the delivery of affordable homes (in particular social rented properties) within Cotswold District.</p> <p>As part of our exciting service review, we aim to build upon the strong foundations in place and develop an exemplary Strategic Housing team in the next 12 months. The Strategic Housing Manager will be key in developing this team.</p> <p>The role will coordinate Council investment, work in partnership with Publica, (our key service delivery partner), along with large and small developers, Gloucestershire Rural Community Council (GRCC), Homes England, housing association, community land trusts and landowners to drive forward and implement more affordable housing delivery across the Cotswolds.</p>
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<p><b>Main requirements of this specific role:</b></p>	<p>To work with council officers, Publica officers and elected members to maximise the opportunities and delivery of affordable housing across the Cotswold District.</p> <p>Identify innovative, exemplar and financially sustainable options for the Council to take a leading role in the delivery of affordable housing.</p> <p>Identify grant funding opportunities and business models for Council investment, to support the Council in the delivery of more affordable housing.</p> <p>Seek out and develop new working relationships with organisations that can support the council’s strategic visions for affordable housing. Foster and maintain excellent partnerships and working arrangements with key stakeholders.</p> <p>Oversight of the delivery of housing projects on Cotswold District Council land.</p> <p>Use of appropriate project management systems to ensure effective and timely delivery, monitoring and reporting as required.</p> <p>Act as an advocate for the Council and handle complex negotiations and conflicts with confidence, openness and in a positive manner.</p> <p>Provide expert advice as an input to the development of Local Plans and other policy documents to maximise opportunities for affordable housing delivery.</p> <p>Provide advice and recommendations to the management teams and elected members as necessary in relation to matters within the post holder’s service areas and areas of expertise.</p> <p>Identify examples of national and regional good practice within the affordable housing service area and take the lead on seeking to implement such practices within the Cotswold District.</p> <p>Stay up to date with housing regulations, laws, and industry best practices to ensure compliance and contribute to informed policy decision-making.</p> <p>Represent the council at regional/national level within your services areas and areas of expertise. Participate in public forums if required, to promote awareness and garner support for housing initiatives and the council’s ambitions.</p> <p>Promote and exemplify robust decision making, which is open, inclusive, flexible and responsive.</p> <p>Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities.</p>
<p><b>Essential qualifications/skill s/experience specific to this role:</b></p>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understanding of government policy and funding regimes in relation to affordable housing and housing strategy</li> <li>• Good knowledge and practical understanding of best practice in affordable housing delivery</li> </ul>

	<ul style="list-style-type: none"> <li>• Familiarity of codes, government programs and regulatory frameworks that may impact affordable housing development and delivery.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Degree in a subject area relevant to this post and/or proven experience at a mid-senior level in housing management and/or development, with a strong background in strategic planning and policy development.</li> <li>• Evidence of post qualification and/or personal and professional continued development.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in a relevant profession</li> <li>• Proven track record of delivering affordable housing projects in either the public or private sector.</li> <li>• Experience in working with Registered Providers and Developers.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong negotiating and relationship management skills</li> <li>• Political awareness</li> <li>• Good level of IT skills</li> <li>• Communicate effectively at all levels (excellent verbal and written skills).</li> <li>• Achieves results individually and through influencing others.</li> <li>• Ability to motivate others and lead small teams effectively.</li> <li>• Customer focussed, responsive, and co-operative with customers.</li> <li>• Proactive and self-motivated.</li> <li>• Able to prioritise and work to deadlines.</li> <li>• Works with employees, colleagues and customers to resolve problems and implement change initiatives.</li> <li>• Ability to maintain confidentiality in accordance with Data Protection.</li> </ul>
<p><b>Desirable Requirements Qualifications, Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional membership.</li> <li>• Experience of working within the development industry, local government/public sector/Housing Association environments.</li> <li>• Management or post degree qualification or equivalent working experience.</li> </ul>
<p><b>General Accountabilities:</b></p>	<p>The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the Council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p>

<b>Special Conditions:</b>	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel/ access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>
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<b>Date reviewed:</b>	Jan 2024	
<b>Reviewed by:</b>	Rob Weaver	
<b>Manager job title:</b>	CEO	
<b>Date of issue:</b>	13/03/2024	
<b>Checked HRBP:</b>	Clare Jones	13/03/2024