

**Environment & Regeneration**

<b>Post Title</b>	Team Leader – Housing Strategy & Worklessness		
<b>Post Number</b>	BG ---- (Covering BG09677)	<b>Grade</b>	Scale 9
<b>Base</b>	Business Resource Centre	<b>Hours of Work</b>	37hrs
<b>Car User Allowance</b>	Essential	<b>Disclosure</b>	None
<b>Contact</b>	Nicola Somerville	<b>Updated</b>	March 2014

**Principal Job Purpose**

**Responsible to:** Team Manager - Thriving Communities

**Responsible for:** The post holder will play an integral role in the further development and implementation of the Council's regeneration function. The post will be a catalyst for targeted intervention in Blaenau Gwent's housing and employability pathways to develop a robust infrastructure.

The post holder will oversee both the development and implementation of the housing investment programme along with ensuring employability is embedded within the core activities of the Local Authority and its partners.

The post holder will also provide the central co-ordination of partnership working through supporting local strategic partnerships and project management of individual projects.

**Principal Accountabilities:**

1. To oversee and be responsible for identifying opportunities for new affordable housing developments, working closely with planning to gain an appreciation of a 5 year housing land supply.
2. To oversee and develop a range of policies and procedures to underpin both corporate and community objectives, in partnership with other agencies and service providers.
3. To provide specific advice and assistance to house builders, landowners, planners and private sector landlords/ lettings agents, on the nature and extent of housing need and demand in Blaenau-Gwent.
4. To ensure the process of continually developing a robust evidence base and relevant intelligence is used (either housing or employability) to underpin and inform strategic priorities and frameworks, in a coherent and comprehensive way.

5. Development of innovative solutions to meeting housing need and demand in collaboration with other services and agencies, within statutory, private and voluntary sectors, in particular to – harness the investment to increase the supply of new general needs housing (both open market and affordable) and specialist affordable housing.
6. To provide a high degree of intelligence on wider community regeneration initiatives, in particular those with a proposed element of residential housing development. To ensure a high degree of interface between WG, Internal departments; and other partners such as communities first.
7. To assist on the development and coordination of delivery of a fit for purpose local housing strategy
8. To provide strategic intelligence to plan, develop and implement collaborative projects in relation to worklessness & employability.
9. To develop bids for capital and revenue funding to the satisfaction of internal and external funders and in the context of furthering strategic priorities.
10. To develop and maintain appropriate communication and consultation processes to ensure strategies and policies reflect residents, partners and other important stakeholders needs and aspirations.
11. To work with partner organisations and local authorities on a regional basis to further meet broader strategic priorities.
12. To maintain up-to-date knowledge of relevant legislation and government advice.
13. To oversee the preparation of reports and be responsible for delivering such reports and proposals to relevant for committees and partnership e.g. Executive and scrutiny committees and members seminars.
14. To coordinate and facilitate interagency and partnership working, both at local and regional levels.
15. To assist the Team Manager – Thriving Communities in the day-to-day management of the Housing Strategy, co-ordinating and monitoring tasks and providing professional advice and support.
16. To identify areas of best practice in terms of service delivery / development and take the lead role within the team for sharing such knowledge
17. To represent the Team Manager – Thriving Communities as necessary.
18. To be conversant and competent in the use of ICT and associated software such as SNAP, Excel, Access, Word and Publisher.
19. To carry out any other duty that may be reasonably requested by the Team Manager – Thriving Communities to aid the efficient running of the service area.

## Person Specification – Non Managerial

### 1. Qualifications & experience

Qualifications/	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSEs A – C grades including Maths and English or equivalent	Essential	Yes			
Educated to Degree level or equivalent or demonstrable relevant experience / working knowledge and experience in an employer / client focussed environment.	Essential	Yes			
<b><u>Relevant experience</u></b>					
Experience of working within a housing setting and the delivery of affordable housing products	Desirable	Yes	Yes		
An Understanding of Regeneration and the impact of housing and employment	Essential	Yes	Yes		
Experience of working in sensitive situations	Essential	Yes	Yes		
Experience of completing bids for funding and delivering schemes / projects	Essential	Yes	Yes		
Experience of partnership working with both statutory and voluntary agencies and working in a multi agency context	Essential	Yes	Yes		
Experience of using I.T. systems	Essential	Yes			
Experience of contributing towards the development of policies and procedures	Desirable	Yes			
Experience of undertaking research	Essential	Yes	Yes		
Experience of collating and monitoring statistical and financial information	Essential	Yes			
Experience in contributing and assisting in the development and improvement of Services.	Desirable	Yes			
Experience in gathering information / data and interpreting into an understandable format	Essential	Yes	Yes		
	Essential				
<b><u>Knowledge/Skills</u></b>					
Good communication skills both orally and written with the ability to communicate information and decisions effectively	Essential	Yes	Yes		
Proven IT skills including the ability to use Microsoft Office	Essential	Yes			
Ability to work on own initiative and as part of a team	Essential	Yes	Yes		
Strong organisational skills both oral and written with the ability to manage conflicting priorities, plan and organise workload and meet deadlines.	Essential	Yes	Yes		
Excellent customer care and interpersonal skills	Essential	Yes	Yes		
An understanding of the of the strategic housing function	Essential	Yes	Yes		
An understanding of labour market requirements	Essential	Yes			

2. Special Requirements	Essential	Desirable
Hold a valid full driving licence and have use of a car for work purposes	Essential	

## Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary		✓		✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service	✓			✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		✓