



MALDON
DISTRICT COUNCIL

**Strategic Housing Development Enabling Officer
(Part 1 – Job Description)
(2638PPG)**



Job Title	Strategic Housing Development Enabling Officer
Service Area	Place, Planning and Growth
Grade	H
Job Reference	2638PPG

Reporting to	Responsible for
Head of Housing & Building Control	None

Team Purpose
• To support the delivery of the Council's strategic housing objectives by maximising the provision of affordable homes across the district. • To enable high-quality, sustainable and inclusive housing growth through effective use of the planning system, Council-owned land, funding and partnerships. • To work collaboratively with internal services, developers, registered providers, statutory bodies and other stakeholders to secure positive housing outcomes for residents. • To ensure affordable housing delivery aligns with adopted planning policy, corporate priorities and statutory responsibilities. • To provide professional housing development and enabling expertise that supports informed decision-making and effective negotiation. • To contribute to the creation of balanced and mixed communities by supporting the delivery of appropriate tenure mix, housing quality and long-term sustainability.

Role Purpose
• To lead on the enabling and delivery of affordable homes across the district, securing the maximum reasonable level of affordable homes through the planning process, Council-led development and partnership working. • To act as the Council's specialist officer on the delivery of affordable homes, providing expert advice on planning applications, viability, Section 106 agreements and funding opportunities. • To work independently, exercising professional judgement to assess development proposals and negotiate affordable housing outcomes that align with Council policy and priorities. • To collaborate closely with internal services, Members, developers, registered providers and external funding bodies to progress affordable housing schemes from concept to delivery.



- To contribute to the development, review and implementation of housing and affordable housing policies, ensuring they reflect local need, national policy and funding frameworks.
- To represent the Council in meetings, negotiations and, where required, public inquiries or hearings relating to the delivery of affordable homes.
- To support continuous improvement in the supply of affordable homes by identifying risks, opportunities and emerging trends affecting delivery across the district.

Key Accountabilities

- Secure the delivery of affordable homes by maximising opportunities through the planning process, Council-led development and partnership working.
- Provide specialist affordable housing advice on pre-application proposals and planning applications, informing decision-making, negotiations and committee reporting.
- Assess development proposals to optimise the provision of affordable homes, considering tenure mix, unit size, layout, funding availability and viability constraints.
- Work collaboratively with planning, legal, and external advisers to scrutinise viability information and negotiate appropriate outcomes.
- Support the negotiation and implementation of Section 106 agreements, nomination agreements and related mechanisms to secure the delivery of affordable homes in line with policy.
- Maintain oversight of affordable housing schemes, monitoring delivery, tenure mix and compliance with agreed obligations and funding conditions.
- Develop and maintain effective working relationships with developers, registered providers, landowners and external agencies (for example, Homes England) to progress schemes and strengthen delivery partnerships.
- Responsible for the MHCLG Delta returns relevant to the subject area.
- Contribute to policy development, service improvement and reporting by identifying risks, opportunities and trends affecting affordable housing supply across the district.

Ways of Working

Collaborative working	Demonstrate self-awareness and an understanding of the values of others to build effective working relationships. Develop and maintain relationships with both internal and external customers, interacting through multiple channels.
Customer Service	Playing a leading role in championing the customer and a customer focussed approach to service delivery.



Ways of Working	
Supporting corporate projects	Provide input to service specific projects. Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.
Performance	Ensuring a focus on team performance. Provide staff with positive leadership, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.
Budget management	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.



(Part 2 – Person Specification)

Qualifications

- Educated to degree level in a relevant subject, or equivalent professional experience (e.g. Housing, Environmental Health, Public Protection, Regulatory Services or similar).
- Member of a relevant professional body, or working towards membership, where appropriate (e.g. Chartered Institute of Housing or equivalent).
- Evidence of ongoing Continuing Professional Development (CPD) relevant to housing delivery, planning or local authority service delivery relevant to housing, regulatory services or leadership.
- Significant knowledge and experience of working within the specialist subject area.

Knowledge, Experience, Skills and Ability

Knowledge

- Detailed understanding of affordable housing delivery and housing development within a local authority context.
- Sound knowledge of the planning system and the role of affordable housing within development management and decision-making processes.
- Working knowledge of Section 106 agreements, nomination agreements and other legal mechanisms used to secure affordable housing outcomes.
- Understanding of housing viability principles and the factors that influence development feasibility, tenure mix and delivery outcomes.
- Knowledge of national, regional and local housing policy, guidance and funding programmes relevant to affordable housing delivery.
- Understanding of local authority governance arrangements, decision-making processes and the respective roles of Members and officers.
- Awareness of equality, safeguarding and data protection responsibilities and how they apply to housing and development activity.
- Understanding of partnership working with developers, registered providers, funding bodies and other stakeholders to deliver housing outcomes.

Experience

- Experience of working in housing development, affordable housing delivery or housing enabling within a local authority or similar public sector environment.
- Experience of supporting or securing affordable housing through the planning process, including engagement with planning applications and development proposals.
- Experience of working with external partners such as developers, registered providers, landowners, consultants and statutory agencies.



- Experience of assessing or contributing to discussions on development viability, funding arrangements or delivery constraints to inform negotiations or recommendations.
- Experience of preparing reports, briefings or written advice for senior officers, Members or other decision-makers.
- Experience of representing an organisation in meetings, negotiations or forums with internal and external stakeholders.
- Experience of managing multiple pieces of work concurrently, prioritising effectively and meeting deadlines within a complex service environment.

Skills and Ability

- Strong written and verbal communication skills, with the ability to present clear, accurate and balanced advice to Members, senior officers, partners and external stakeholders.
- Ability to analyse complex development, housing and viability information and apply professional judgement to inform recommendations and negotiations.
- Ability to work independently with minimal supervision, managing competing priorities and meeting deadlines in a complex and evolving service environment.
- Strong negotiation skills, with the ability to achieve balanced, deliverable affordable housing outcomes through partnership working.
- Ability to build and maintain effective working relationships across internal services and with external partners, developers and registered providers.
- Good organisational and administrative skills, with attention to detail and the ability to manage documentation, data and reporting requirements accurately.
- Confident use of IT systems and Microsoft applications to analyse information, prepare reports and maintain accurate records.
- Ability to identify risks, opportunities and emerging trends affecting affordable housing delivery and contribute constructively to service improvement.

Special Requirements	
Emergency Planning	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	This role is not politically restricted.
Disclosure Barring Scheme	This role does not require a DBS.



Standard Terms	1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.



All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		Date:
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