Enabling & Partnership Officer

JE Code: 1909

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** |
| **Service** | Housing Delivery – Environment & Property |
| **Reports to:** | Team Leader Strategy and Commissioning  |
| **Job Family** | Professional & Technical  |
| **Grade:** | G |
| **Political restricted** | N |
| **Date:** | July 2022 |

**Key Deliverables**

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| **1.** | Enable the delivery of affordable housing in Milton Keynes, in line with thepriorities set out in the Council Plan and Housing Strategy and policy as set out in Plan:MK, the Affordable Housing SPD and other relevant documents. |
| **2.** | Lead on the Council’s affordable housing enabling programme, devising and implementing new initiatives and delivery models to meet identified needs, and monitoring progress against targets. This will include strategic-level solutions and individual scheme-based interventions and will require the post holder to monitor national and regional policy development and new legislation that affects the delivery of housing and regeneration activities. |
| **3.** | Lead on enabling the delivery of affordable housing developments in Milton Keynes, liaising and negotiating with developers and landowners on the appropriate number, size, mix and tenure of affordable housing on new developments. Provide specialist advice on affordable housing delivery and best practice as required with other internal and external stakeholders. |
| **4.** | Acting as an Ambassador for the Council, promoting the vision, objectives and values of the Council, the post holder will work in partnership with registered providers, Homes England, Ward Councillors, Parish Councils, other strategic partners and the private and voluntary sectors to promote provision of good quality, affordable housing within Milton Keynes. This will include reviewing Registered Provider bids to Homes England for funding and making recommendations to inform Homes England decision making, to ensure that available funding is put to best use. |
| **5.** | Support cross Council work identifying and assessing local housing needs to inform housing development requirements, including interpretation and analysis of data such as the Census, the Strategic Housing Market Assessment, household incomes etc. |
| **6.** | Addressing the barriers that are preventing new homes from being built and identifying and progressing options to enhance and increase delivery. |
| **7.** | Input into the Local Plan process and the development of key policy documents. |
| **8.** | Respond to planning application consultations and take a pro-active role in the pre-planning process of local housing developments and respond to government consultations on housing related issues. |
| **9.** | To take an active role in the preparation, development and review of Section 106 agreements to ensure affordable housing delivery is maximised and meets need. |
| **10.** | To respond to requests for information as required e.g. FOIs, MP requests, KPIs and government statistics. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | 5 GCSEs grade A-C including English (or equivalent level of educational attainment) and either Chartered Institute of Housing Professional Qualification or significant relevant experience in the social housing sector. |
| **2.** | Knowledge and experience of the practical application of policy in relation to housing enabling and delivery and experience of working with Registered Housing Providers to increase housing delivery. |
| **3.** | Extensive knowledge and experience of using Microsoft Office, in particular word processing and presentational software. |
| **4.** | Able to understand, analyse and interpret population and development statistics and forecasts. |
| **5.** | The post holder will be expected to work independently, able to manage a high workload and conflicting priorities and plan and prioritise work and deliver to deadlines. |
| **6.** | Experience of and an active commitment to a culture that embraces excellent customer service. |
| **7.** | Able to identify issues and develop operational plans, open to ideas on how to improve the service area, taking measured risks to develop and implement new initiatives. |
| **8.** | Able to influence, persuade and negotiate to achieve positive outcomes. |
| **9.** | Ideally able to review and interpret financial viability assessments on developments to maximise affordable housing delivery. |
| **10.** | Able to write and prepare documents to a good standard, such as statements on affordable housing requirements for planning appeals and public enquiries. |

Job Family

Professional/Technical

Grade G

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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level roles require an in depth, theoretical understanding of their particular discipline to solve complex problems, offer evidence based, provide authoritative advice to colleagues / service users and manage teams and/or other resource assets.

### The Knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline, such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

Roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, Planning and Communication

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice

**Decision Making and Innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners, and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.