

ROCHDALE BOROUGH COUNCIL

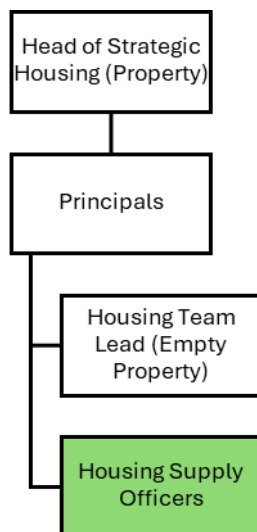
JOB DESCRIPTION

SERVICE:	Economy & Place
SECTION:	Strategic Housing (Property)
LOCATION:	Number One Riverside, Rochdale; Borough-wide
JOB TITLE:	Housing Supply Officer
POST NUMBER:	
Grade:	Grade 6
Accountable to:	Housing Team Lead (Empty Properties)
Accountable for:	NA
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p>Some out of hours working and attendance at evening meetings, which will be compensated for in accordance with local conditions of service.</p> <p>Casual user car allowance</p>

This position is for a fixed term of 1 year. The post may be extended if further funding becomes available.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

- To support the Compulsory Purchase programme within the Strategic Housing team and work alongside Legal Services.
- To monitor, case manage and identify potential operational issues/financial risks arising from the CPO and Empty Property programmes.
- To maintain case files, liaise with colleagues and members of the public, prepare reports, briefing papers and communications.
- To act as a point of contact for property owners engaging with the CPO process, and to relay guidance as appropriate. To assist completing Empty Property enforcement work.
- To provide administrative support to Strategic Housing's accelerated and affordable housing programmes, alongside contributing to the Transformation programme which is being undertaken across the Service.
- To utilise the Council's IT systems including GIS and mapping systems, advanced use of Excel and Access, and FLARE software in preparing and delivering projects, including, but not limited to, housing development, energy efficiency and empty property work.

Control of Resources

Personnel

Responsible for the direction, support and motivation of self.

Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority.

Responsible for that part of the Service's resources, which relate to the work of the post-holder.

Equipment/Materials

To be responsible for all materials and equipment from time to time issued to the post-holder or used by staff allocated to the post-holder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Management and staff of the Strategic Housing Service
- Management and staff of other Services within the Authority
- Wider Leadership Team
- Elected Members
- Internal Contractors
- Township Offices

External

- Members of the public
- Management and staff of partner organisations
- Representatives of community groups, voluntary organisations and business community
- Staff of Government departments
- Homes and Communities Agency
- Staff and management of other Local Authorities and public
- Registered Provider partners
- Private Developers
- Greater Manchester Combined Authority
- Academic institutions
- Housing working parties
- Delivery partners
- Local housing providers, managing agents and estate agents
- Local MPs
- Media
- Voluntary sector partners

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Strategic Housing at Rochdale Council:

Team principles to support the way we work as a service and to achieve this vision:

- We **build trust** in our service by delivering a consistent experience for everyone.
- We **work in solidarity** with colleagues and people, recognising and responding to the changing needs of our borough and services.
- We **achieve through taking shared responsibility** and challenging each other to continuously have a positive impact on people's lives.

Principal Duties

1. To work closely with the Housing Team Lead (Empty Properties), senior housing management and colleagues to deliver the Compulsory Purchase & Empty Property programmes, monitoring performance, financial spend and operational processes.
2. To have a good understanding of housing and relevant Council policies and legislation in order to:
 - Extract key information and manipulate, analyse and interpret data to present to range of audiences; for example the Portfolio Holder for the Scheme, other committee members and external organisations such as the Department of Work and Pensions.
 - Analyse property owner engagement with the programme to:
 - evaluate and review the effectiveness
 - identify trends and potential risks and issues arising
 - understand the needs of property owners to secure practical outcomes
 - establish any gaps in the programme and develop possible solutions and identify policy amendments to address these
 - identify and understand any possible risks /impacts to the financial budgets of the programme
 - Make decisions relating to timely advice to property owners and third parties.
3. Undertake primary and secondary research and contribute to the development of the Council's CPO, Empty Property and housing supply schemes.
4. To collate relevant data and write briefing notes, reports (qualitative and quantitative) and communication papers in a range of formats, using appropriate language for the audience it is intended for, detailing the scheme's policy, performance and developments.
5. To support the Housing Team Lead (Empty Properties) by identifying and collating the relevant information and data and presenting this in appropriate language considering political sensitivities, in response to Councillor enquires and Freedom of Information Requests.
6. Research and analyse best practice relating to CPO and housing supply, research and service development issues.
7. To co-ordinate the collection of data from a range of sources, including inputting information into bespoke IT databases, as well as standard Microsoft products.

8. To have an awareness and understanding of the political landscape regarding housing, both internally, across Greater Manchester and nationally and to consider this when writing reports and briefing notes for a range of audiences, for example elected members and external organisations.
9. To attend Service meetings of partnerships and working groups.
10. To provide general administrative support; reservation of rooms, produce agendas, minute taking, etc.
11. Liaise and link with relevant partner agencies and members of partnerships and working groups as directed.
12. To support other related initiatives; for example to support officers in the service transformation project.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 Use of word processor to include production of policy documents, reports, briefing notes, presentations, meeting minutes, letters etc
- 3 To attend team meetings and promote team working as appropriate.
- 4 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Stuart Morris	Date	01.11.2021 (updated 17.03.2026)
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