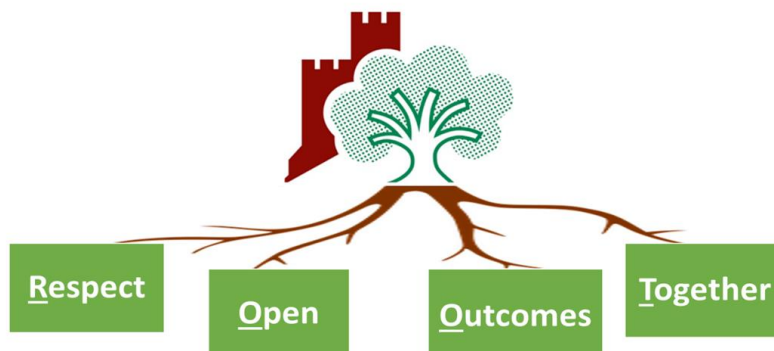


JOB DESCRIPTION



SERVICE	Housing & Strategic Assets
POST NUMBER	100200
POST TITLE	Housing Enabling & Development Officer
POST GRADE	LSO
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Housing & Homelessness Partnerships Manager
RESPONSIBLE FOR	No supervisory responsibilities
JOB PURPOSE	• Operationally lead delivery of the councils adopted Housing Development Strategy and housing delivery outcomes in the Council Plan together with any successive or updated plans or strategies • Optimise the delivery of affordable housing across the Rother district, particularly in rural areas and areas of acute housing need. • Support communities, particularly rural communities and areas of acute housing need, by gathering evidence, co-ordinating information and assisting activity that helps shape locally responsive affordable housing solutions. • Provide affordable housing advice in relation to all housing development with a focus on enabling delivery. • Maintain and report delivery information through the Housing Development System to monitor performance and achieve annual supply targets.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

Main areas of work

1	Provide liaison and support services to developers, landowners, Registered Providers, Homes England and other external agencies and actively seek out new opportunities to optimise the early provision of affordable housing, including a range of tenures and prioritising affordable and social tenures to meet the greatest need in the district.
2	Undertake negotiations with private developers regarding on-site provision of affordable housing or, where appropriate, off-site contributions through commuted sums to ensure minimum planning policy requirements are met.
3	Seek opportunities to increase provision above minimum planning policy requirements where it can be demonstrated that the scheme will achieve housing policies and sustainable mixed communities.
4	Develop housing schemes in the district with Registered Provider partners, including redevelopment, ensuring that they meet identified need, provide value for money, are sustainable, meet local, regional and national priorities, and support funding bids accordingly.
5	Regularly liaise with and monitor the development performance of Registered Providers active within the district. Take necessary action where performance is not acceptable and actively encourage new housing providers to operate in the district where this supports delivery in accordance with planning and housing policy objectives.
6	Liaise with Planning and Legal Services to secure the appropriate affordable housing contribution arising from planning applications through section 106 agreements, representing the Council in negotiations on matters including house type and tenure mix, bedroom size, space and design standards, and nomination rights.
7	Support and project manage the acquisition of small section 106 affordable schemes where agreed, working closely with Planning, Legal, Housing Services and external agents such as employers' agents, architects, consultants, contractors and local stakeholders.
8	Proactively manage and maintain accurate records through the Council's Housing Development System database and produce statistics as required by the Housing & Homelessness Partnerships Manager and Housing Development Manager.
9	Actively endorse and support funding requests from Registered Providers, community groups and other providers proposing to deliver new-build affordable homes to high environmental standards, including the use of modern methods of construction.
10	Liaise with the Housing Needs team to ensure cases involving mobility needs are regularly monitored and allocated suitable housing early in the development process, in accordance with internal policies and procedures.

11	Represent the Council as necessary at Planning Committees, public inquiries and hearings on affordable housing matters when required by Planning Services.
12	Report at least quarterly to the Housing & Homelessness Partnerships Manager on the performance of the Affordable Housing Development Programme and regularly liaise with the Housing Needs team on new affordable housing supply to meet housing register need.
13	Prepare reports for Cabinet, Overview and Scrutiny Committee and, where appropriate, other Council committees on the performance of the Affordable Housing Development Programme and other affordable housing projects.
14	Work closely with local communities, Planning Services, Parish Councils and Ward Members to deliver rural exception site schemes in villages with limited future housing supply and identified housing need, in accordance with the Council's Rural Exception Site planning policies.
15	Actively manage, monitor and report on the Service Level Agreement with the Sussex Community Housing Hub and other partnership agreements, providing enabling support to progress projects under the Community Housing Programme and achieve agreed performance targets.
16	Actively promote affordable housing internally and externally.
17	Work with neighbouring authorities to convene the Registered Provider Forum and liaise with colleagues across Sussex on wider Housing Enabling matters
18	Assist the Housing & Homelessness Partnerships Manager and Housing Development Manager in preparing and monitoring service plans and budgets, ensuring financial arrangements are maintained in accordance with the Council's Financial Regulations.
Financial	
19	Actively manage, maintain and monitor records for section 106 commuted sums, the Community Housing Fund and other funding sources received and ring-fenced for affordable housing delivery. Liaise with Finance on future funding allocations and monitoring of spend.
20	Act as the Council's technical lead for development viability information, scrutinising financial viability assessments to inform negotiations on affordable housing provision and financial contributions and providing professional recommendations.
21	Work with Legal and Planning colleagues to include review and overage mechanisms to reassess the financial viability of schemes where a planning application is determined not to be viable at a policy-compliant level of affordable housing.
22	Develop corporate awareness of the impact of viability issues on schemes in the district and maintain records of key cost assumptions from independent viability assessments to inform future Local Plan viability evidence and appraisal of sites through Alliance Homes (Rother).
23	Maximise take-up of funding programmes within the district to support new affordable housing supply where feasible.
Strategy	
24	Assist the Housing & Homelessness Partnerships Manager in reviewing and updating the Council's housing needs information and other statistical requirements to inform development priorities and future changes to the Housing Development Strategy

25	Work closely with Planning Services to support implementation of Local Plan policies relating to affordable housing delivery. Provide research, evidence and technical expertise to inform new and emerging policies and the Local Plan review, including development of an Affordable Housing Supplementary Planning Document.
26	Provide technical input into proposed housing and planning policy changes and support local and national consultation responses as required.
27	Keep up to date with and apply relevant legislation, innovation and best practice relating to affordable housing delivery, acting as a key influencer and ambassador for affordable housing in the district. Attend meetings with officers, councillors, stakeholders and the public as necessary.
Other	
28	Undertake any other duties required by the Housing and Homelessness Partnerships Manager or the Housing Development Manager to support this service area.
29	Co-operate with managers in implementing the Council's Health and Safety Policy. Staff responsibilities are set out in the Council's Health and Safety Manual.

Future changes in duties

The job description describes the current duties of the post for job evaluation purposes. Duties may change from time to time. Relatively minor changes that do not alter the general character or level of responsibility will not normally require re-evaluation. A substantial amendment to duties and responsibilities will require a new evaluation under the Council's job evaluation scheme.

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



POST TITLE	Housing Enabling & Development Officer		
SERVICE	Housing &Strategic Assets		
POST GRADE	LSO		
		Essential	Desirable
Qualifications			
Good standard of reading, writing and numeracy	✓		
Educated to degree level			✓
Relevant housing, planning, regeneration, development or community-led housing qualification, or equivalent practical experience supporting affordable housing delivery activity.			✓
Evidence of continuing professional development relevant to housing delivery, planning obligations, community engagement or partnership working.			✓
Experience			
Evidence of project management experience	✓		
Evidence of maintaining records, producing reports and up to date information when requested	✓		
Experience of working in a political environment such as Local Government.			✓
Experience of working with Registered Providers, housebuilders and/or developers			✓
Experience of public speaking and delivering presentations	✓		
Experience of supporting engagement with communities, parish councils, ward members or local stakeholders to identify housing need			✓
Skills and Abilities			
Clear written and verbal communication skills, including preparing concise reports, correspondence, briefing notes and evidence-based updates for internal and external audiences.	✓		
Ability to interpret and apply technical, legal, procedural and policy information	✓		
Ability to build effective working relationships with internal services and external partners	✓		
Good interpersonal and communication skills and to be comfortable with presenting and public speaking	✓		
Confident use of Microsoft Office and relevant housing, planning, project monitoring or performance systems to maintain accurate delivery records and reports.	✓		

Must hold a current full driving licence and have access to a vehicle or provide other arrangements to enable full mobility across the district.	✓	
Must be able to be flexible with working hours for occasional evening meetings.	✓	
Training		
Willingness to undertake training in housing development, affordable housing delivery, community-led housing, housing policy, data and performance systems and other areas required to support delivery of the Housing Development Strategy and Council Plan	✓	
Knowledge		
Knowledge of affordable housing policy, planning obligations, housing need and the Registered Provider sector	✓	
Awareness of relevant legislation, innovation and best practice relating to affordable housing delivery and sustainable development,	✓	

October 2026