Recruitment Profile

Post number	10577
Position title	Senior Housing Strategy and Development Officer
Grade	9A
Department	Place
Location	Hybrid – SBC HQ and home working
Salary/Rate of Pay	£41,950.13 - £45,308.13
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	1
Reports to post number	Principal Officer - Housing Strategy and Development
Registration requirements	None
Drivers Licence required	Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	None
Political restrictions	No
Role profile number	BSS 6S
Business World post status	Permanent
Work pattern	Monday - Friday
Vacancy number	SBO09172
Closing date	02/07/2025

Role purpose

To manage the development and implementation of the Councils Local Housing Strategy (and related strategies) and develop relevant housing related policies and initiatives that benefit households across the Borders and meet the identified strategic housing outcomes.

To lead on the implementation, monitoring and reporting of the Local Housing Strategy Outcome and Action Plan including the production of annual LHS progress reports.

To manage and monitor key information relating to the development and implementation of the Local Housing Strategy and related strategies, in particular housing needs assessments and housing market area analysis to support ongoing reviews, re-drafting and amendments to the Local Housing Strategy where appropriate

To support the development, monitoring, implementation and review of LHS related strategies including; Supported and Specialist Housing, Strategic Housing Investment Plan, Rapid Rehousing Transition Plan, Private Sector Housing (Including Scheme of Assistance, Empty Homes and Private Sector Condition) and the Local Heat and Energy Efficiency Strategy (LHEES) to support the delivery of the Council's Local Housing Strategy strategic outcomes.

To lead on the development of the Housing Need and Demand Assessment and Local Housing System Analysis. Work with other LA's to deliver a robust and credit HNDA. This will include representing the council at all related meetings.

To manage bespoke projects initiated by the Housing Strategy Service including (for example but not limited to) the Regional Home Demonstrator Project and associated Shared Prosperity Funding, Key Worker Housing South of Scotland Collaborative research project.

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To analyse and interpret legislation and other policy guidance and determine, and communicate, its implications for the Council's strategic housing role. This includes developing new housing related policies and making recommendations to Council Committees and the Strategic Housing Forum

To play a key role in the development of community engagement regarding the Local Housing Strategy and related strategies

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Degree in housing, social science or public policy subject. Membership of a professional body (CIH) or equivalent, or completion of (or commitment to work towards) a Charted Institute of Housing accreditation within an agreed timescale. A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	A post-graduate diploma in Housing
Skills, knowledge and competences	Practical knowledge of local government context, housing systems and current issues facing housing services An ability to handle and analyse complex, conflicting and sensitive information and to make professional recommendations IT skills, particularly experience of Microsoft spreadsheet and database applications Effective written and oral communication with other professionals and sectors, with other local authority services and elected members. Highly organised with the ability to prioritise effectively.	Working knowledge of GIS

	Good research and analytical techniques	
Experience	Experience of working in a housing or planning environment Experience in preparation and presentation of reports. Knowledge and understanding of the issues in the Housing sector. Experiencing of leading on projects. Experience in developing and implementing strategies and policy development Experience of analysing complex information	Direct involvement in housing strategy-related work Knowledge of Local Housing Systems Analysis
Other	Must be capable of working on own initiative, but prepared to contribute positively to a team Flexible and adaptable High standard of personal organisation and motivation. Commitment to Continuous Professional Development. A full driving licence or access to personal transport Attendance at Committee and other public meetings as required	A willingness to work out with normal business hours on occasions Ability to lead and motivate staff members and stakeholders

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a driver's licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

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All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services.

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions

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Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Real Living Wage Rate of £12.60 per hour has been agreed. All employees recruited on a salary/wage less than the RLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £12.60 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.