



**LONDON BOROUGH OF MERTON**  
**COMMUNITY & HOUSING DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: Housing Strategy Manager**

**Grade: PO6 (ME16)**

**DIVISION/SECTION: Housing Strategy**

**Location: 4<sup>th</sup> Floor, Civic Centre**

**Responsible to: Housing Needs and Enabling Manager**

**Responsible for: 3.5 FTE staff.**

**Post number:**

**Date: January 2008**

**MAIN PURPOSE**

To manage the council's strategic housing role, including:

- leading the housing strategy team and being responsible for managing the team's budgets,
- leading on the revision, development and implementation of the published housing strategy and related strategies,
- acting as the main point of contact on strategic housing issues with the government, government office for London (GoL), the Mayor's office, the South West London sub-region and other external organisations,
- developing projects in support of housing strategy objectives, maximising the external funding available,
- overseeing the support, through grant funding, of voluntary sector organisations to help the council to meet its strategic housing objectives,
- leading on the development, implementation and review of policies and projects for the Housing Needs team, particularly the homelessness strategy,
- leading on equalities issues on behalf of the housing division.

## **1. MAIN DUTIES AND RESPONSIBILITIES**

- 2.1 To lead the Housing Strategy team, ensuring compliance with the council's people management policies and being responsible for the staffing and other budgets of the team.
- 2.2 To review, develop and monitor the implementation of the housing strategy and related strategies and lead on the production of new strategies.
- 2.3 To devise, oversee and undertake specific research projects and needs/demands assessments in connection with the housing strategy, ensuring that the strategy is based on sound definition of need and is considered from the perspective of the corporate interests of the council within the overall governmental agenda.
- 2.4 To undertake strategic networking and ensure effective links with other organisations through a network of partnerships to develop a co-ordinated housing strategy for the Borough.
- 2.5 To play a key role in the development of housing's contribution to sustainable communities, community cohesion, neighbourhood renewal and regeneration.
- 2.6 To lead on the housing strategy investment bid on an annual basis, with appropriate consultation with council officers, partner agencies and external organisations. Submit the Housing Strategy Statistical Appendix to government by the required date.
- 2.7 To coordinate, oversee, monitor and advise on the housing division's contribution to the equalities agenda, representing the housing service on the departmental equalities steering group.
- 2.8 To ensure that the needs of vulnerable people and people with special needs are integrated into the housing strategy planning process by effective consultation and joint working strategies with officers in other teams in the Community & Housing Department and other departments.
- 2.9 To maintain a network of contacts and good working relationships with government offices, other London boroughs, the Mayor's office and housing organisations.
- 2.10 To lead on the council's contribution to London and sub-regional housing strategies, ensuring Merton's strategies complement the wider strategies.
- 2.11 To advise and coordinate the monitoring, evaluation and payment of grants to voluntary organisations within the Housing General Fund.

- 2.12 To establish effective liaison and consultation arrangements with the private rented sector and incorporate these within an overall strategy for the private housing sector.
- 2.13 To lead on the development and implementation of projects and policies for the Housing Needs team, particularly the homelessness strategy, managing and directing the work of the Projects and Policy Team Leader.
- 2.14 To be aware of and understand the Council's Equal Opportunities Policy and ensure that at all times the duties of the post are carried out in accordance with the policy.
- 2.15 To ensure that the Corporate and Departmental Health and Safety Policies are implemented at all times and to raise any concerns regarding their operation, or any other health and safety matter with the appropriate senior line manager.
- 2.16 To ensure that within the scope of the job purpose, the Council's aims in relation to customer service are achieved.
- 2.17 Undertake such other duties as may be required by, or on behalf of the Director, provided they fall within the range and scope of the duties of the post as set out in the preceding paragraphs and are commensurate with the grade of the post.

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COMMUNITY AND HOUSING DEPARTMENT  
PERSON SPECIFICATION



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**1. Knowledge**

- 1.1 Comprehensive knowledge and understanding of national housing and related policies and current housing related issues.
- 1.2 Detailed knowledge and understanding of the key components of housing strategies, including the linkages with other policies and strategies (eg London and sub-regional) and the assessment of housing need.
- 1.3 Sound working knowledge of research techniques.
- 1.4 A thorough understanding of equalities issues as they apply to housing and to service delivery in general.

**2. Skills**

- 2.1 Highly developed oral and written communication skills, including the ability to draft documents on complex issues that are succinct and easy to understand and present complex information to various audiences using a variety of techniques
- 2.2 Excellent analytical skills, including the ability to interpret, comment on and summarise complex information, including numerical data.
- 2.3 The ability to apply good project management skills, so that complex projects are delivered successfully and on time.
- 2.4 Well-developed IT skills across the range of Microsoft software.

- 2.5 The ability to apply excellent interpersonal skills in order to develop effective networking and working relationships with people inside and outside the council and the ability to apply good negotiating skills on behalf of the council.
- 2.6 Application of good leadership skills so that the Housing Strategy team functions as a cohesive unit and meets its objectives.
- 2.7 The ability to apply good problem solving skills, demonstrating initiative and innovation to produce solutions.
- 2.8 Ability to manage conflicting and frequently changing work demands, so that all key objectives are met
- 2.9 The ability to apply sound financial management skills and techniques.

**3. *Experience/Training***

- 3.1 Degree or housing related qualification.
- 3.2 Experience of housing strategy and policy development at a senior level.