**Job title**: Technical Officer Assistant – Housing Enabling

**Grade:** Dorset Council Grade 7

**Job evaluation reference:** ES422

**Job family:** Housing Enabling

**Organisation Structure:** Adults and Housing Service

**Reporting to:** Senior Housing Enabling & Policy Officer

**Responsibility for:** No supervisory or management responsibility

**Context of Work**

As part of the Housing Enabling function, the post holder will provide a wide range of administrative and technical support to projects and service delivery. The function supports Dorset Council to maximise the supply of affordable housing in the Dorset Council area having regard to local housing needs, strategic priorities, community aspirations and concerns and the environmental quality of the area.

The post holder will be a single point of contact for the Housing Enabling Team who are a specialist team providing technical guidance, advice and support. The post holder will liaise with internal and external contacts verbally and in writing offering excellent customer service and support. These contacts will include individuals and professional organisations. The post holder will be required to attend meetings which may include consultations. This work can be stressful due to the complexity of planning procedures, technical factors and changing deadlines.

The post holder will be responsible for:

* creating, operating and managing robust and detailed financial records to support budget management, grant and specialist funding spend
* designing and presenting data analysis to focus service priorities, meet targets and meet corporate objectives
* working with numerous internal and external contacts to source relevant data and will work within general guidelines
* ensuring all relevant payments are made in a timely manner using appropriate financial systems
* providing support to senior officers by arranging and attending meetings, taking notes and managing actions to meet project deadlines. Projects may include new contracts and the post holder will provide contract administration support where necessary.
* developing and maintaining databases
* supporting projects initiated in relation to this work
* To assist with the development of reports and presentations required to demonstrate the delivery of affordable housing projects, lessons learnt and elements which could shape the future delivery.

The post holder will report to the Senior Housing Enabling & Policy Officer but will be expected to work independently, be accountable for and manage their own commitments in order to meet deadlines. The work will be varied and subject to frequent interruptions and changing priorities.

The post holder may occasionally make site visits where beneficial but will largely be office based including working from home.

The Service covers areas of work including: Working with Registered Providers, landowners, developers, communities, government bodies, planning officers and legal advisors; supporting the co-ordination and participating of consultation events; contributing to the delivery of affordable housing projects; maintaining a robust evidence base to support these activities.

**Travel Requirement**

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

**Other information**

This post is not required to hold the professional qualifications shown in the person specification but must be educated to NVQ4 level or equivalent and/or be able to demonstrate they meet essential criteria by way of practical examples or experience to include: - Substantial, relevant, recent experience and a proven track record in work related to affordable housing delivery.

References in the ES422 ‘Project Assistant’ person specification to systems other than Housing related are not relevant.

This post is subject to disclosure barring service (Basic DBS).

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| **Context statement prepared by:** |
| Manager | Chris McDermott | Date | 25/06/24 |

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