

Job Profile Information: Affordable Housing Development Co-ordinator

This supplementary information for Affordable Housing Development Co-ordinator is for guidance and must be used in conjunction with the Job Capsule for Job Family Housing and Tenancy at Job Level 4 Zone 2

Camden Way Category

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The primary objective of this role is to maximise the provision of affordable housing in Camden, by working closely with Private Registered Providers (PRPs - predominantly housing associations and co-ops), developers, and colleagues in Planning as well as other Council departments, and thus demonstrate that Camden is an effective enabling authority.

Example outcomes or objectives that this role will deliver:

- provide advice to:
 - Planning Officers on affordable housing issues relating to schemes
 - developers on engagement with PRP's
 - developers and/or PRPs on viability discussions, affordability criteria etc.
- complete detailed observations on submitted planning applications
- in liaison with Planning and Legal colleagues and, where necessary, applicants, negotiate and finalise relevant affordable housing/viability clauses within s106 agreements
- attend meetings set up by the Planning Service to discuss wider affordable housing issues or issues surrounding specific schemes
- liaise with Planning Policy Team, other Council colleagues, PRPs and the GLA on issues that affect the provision of affordable housing in the borough at a strategic level
- identify ways of using the Council's Affordable Housing Fund to increase number and/or improve affordability/accessibility of affordable housing on development schemes

People Management Responsibilities:

None

Relationships:

Post holder is expected to develop and maintain professional and positive working relationships with a range of stakeholders involved in the development of affordable housing in Camden, including PRPs, developers, and colleagues in Planning, other Council departments and the GLA.

Work Environment:

The Housing Commissioning and Partnerships Team are office based in a fast paced, busy operation, often working to tight deadlines. The post holder must be able to work effectively in this environment and deliver a service that responds to the many demands required of it.

Technical Knowledge and Experience:

- Experience of negotiating affordable housing elements in significant development sites
- Experience of planning processes
- Knowledge of evaluation tools for assessing viability of development schemes
- Knowledge of Scheme Development Standards and funding criteria
- Well-developed inter-personal & communication skills
- Strong numerical and statistical analysis skills

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

Structure Chart

Housing Commissioning and Partnerships Team
(January 2018)

