

SOUTH DERBYSHIRE DISTRICT COUNCIL
JOB DESCRIPTION

DIRECTORATE	Place and Prosperity – Housing Services
SERVICE	Strategic Housing
POST TITLE	Housing Strategy and Research Officer
GRADE	Scale 6
REPORTS TO	Senior Development Officer
DIRECT REPORTS	None

JOB SUMMARY

The postholder is responsible for both the procurement and project management of housing related research and the undertaking of qualitative and quantitative research into the existing and future housing needs of the district's population.

The role involves formulation of all strategic documents relating to housing and the submission of government statistical returns and consultation responses. The postholder will be responsible for the Councils administration of the First Homes scheme.

MAIN DUTIES AND RESPONSIBILITIES

Housing Strategy and Research

1. To carry out or commission research projects, analyse research finds and produce the associated reports and briefing notes to inform decision making
2. To develop systems that enable collation of data for both internal and external monitoring
3. To produce and regularly update housing specific information relating to each ward within the district
4. To interpret complex housing related data and convey in a range of formats

5. To produce housing strategy documents and Committee reports, presenting information to staff, managers and Elected Members when required
6. To prepare questionnaires, briefing notes and presentations for events
7. To use IT systems that enables the Council to make informed decisions about housing investment and policy making
8. To be responsible for the submission of housing related annual and quarterly government returns
9. To collate and report corporate performance information
10. To compile methodology statements for qualitative and quantitative research projects required within Strategic Housing
11. To handle and manipulate statistical data from a range of sources to produce housing needs information that can be used to inform planning decisions and future housing delivery
12. To keep up to date with all housing related policy changes at macro national level and monitor the progress of Bills and new legislation that will impact on housing services
13. To arrange and facilitate internal and external meetings/ events including the recording of actions/minutes
14. To collate data for reports and briefing notes as requested by the Senior Development Officer and Strategic Housing and Development Manager
15. To work with specialist providers of housing related data (Pro-val, BRE, Public Health etc.) and the in-house GIS and Private Sector Enforcement teams to enable production of up to date statistics that can justify investment or demonstrate a return on proposed investment
16. To undertake administrative duties within the Strategic Housing Team
17. To organise consultation exercises with internal and external stakeholders, partner organisations, developers and forum members in relation to affordable housing delivery, homelessness or the health and housing agenda
18. To liaise with consultants, other departments other local authorities and external organisations in order to assist the Strategic Housing Team in the delivery of the service
19. To co-ordinate and facilitate meetings for the Senior Development Officer and Strategic Housing and Development Manager as required
20. To assist with the project management new and existing schemes and projects delivered by the Strategic Housing Team

First Homes / Intermediate Tenure Monitoring

1. To administer and co-ordinate the First Homes application process on behalf of the Council
2. To represent the Council as point of contact for First Homes enquiries
3. To process First Homes applications and check relevant eligibility criteria is met before a home can be purchased under the scheme
4. Monitor any other intermediate tenures overseen by the Council

General Responsibilities

1. To adhere to the Council's health & safety policy
2. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking duties of the post
3. To comply with the Council's Employee Code of Conduct
4. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients / customers in adherence with Data Protection
5. To adhere to the Council's financial regulations
6. To identify cost savings and bring them to the attention of their manager
7. To contribute towards reviews of policy and procedure for their service area
8. To ensure that all advice and information given to current and prospective customers is compliant with statute, policy and best practice
9. To undertake any such additional duties which are reasonably commensurate with the post

January 2026

Issued by: Senior Development Officer - Strategic Housing