



Information pack for the post of
Housing Enabling Lead

Job reference number 1322

Closing date: 9th October 2026

Interview date: 28th October 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Housing Enabling Lead

Temporary 2-year fixed-term contract

Salary £63,686 - £67,884 pa

36 hours per week

We are looking for an experienced and proactive Housing Enabling Lead to help drive the delivery of affordable homes for local residents. This is a key strategic role within Housing Options, leading housing delivery policy, business development and partnership activity to maximise opportunities for affordable housing across the borough.

Working closely with colleagues in planning, asset management and wider council services, you will provide expert advice on housing legislation, policy, viability, Section 106 affordable housing contributions and funding opportunities. You will also build effective relationships with registered providers, Homes England, government departments, developers, elected members and other stakeholders to support the successful delivery of sustainable, high-quality affordable housing.

As Housing Enabling Lead, you will lead programmes and projects that increase the supply of affordable homes, support the Council's housing delivery programme and contribute to emerging joint working across West Surrey. You will assess development proposals, negotiate affordable housing outcomes, prepare reports and briefing notes, identify funding opportunities and lead on bids that support the Council's housing priorities.

You will play a visible role in representing the Council at meetings and networks, maintaining strong partnerships and ensuring housing services remain compliant with legislation, statutory guidance, best practice and political priorities.

What we are looking for:

- A strong understanding of affordable housing delivery, housing policy, planning processes and Section 106 agreements.
- Experience of working with developers, registered providers, government agencies, elected members and other stakeholders to secure positive housing outcomes.
- Sound knowledge of housing legislation, statutory guidance, national and local policy, and emerging issues affecting housing delivery.
- The ability to assess complex proposals, analyse data and provide clear, evidence-based advice to senior officers, members and partners.
- Excellent negotiation, communication and report-writing skills, with the confidence to represent the Council professionally in a range of settings.
- A proactive, organised and solutions-focused approach, with the ability to manage competing priorities and progress projects from concept to delivery.

- Experience of developing strategies, policies, action plans, funding bids or business cases that support housing outcomes.
- A collaborative leadership style, with the ability to coach and support colleagues while building productive working relationships across services and organisations.

The successful candidate will be confident working at both strategic and operational levels. You will be able to interpret policy, understand development and viability considerations, influence partners and turn opportunities into tangible delivery. You will bring political awareness, professional judgement and a commitment to improving housing outcomes for residents.

This is an excellent opportunity for someone who wants to make a direct contribution to increasing affordable housing supply, shaping local housing delivery and supporting stronger, more sustainable communities

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer-facing posts. These posts fall within the scope of the Code of Practice on English language requirements for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note that, as part of the employment checks, this post will be subject to a Basic Disclosure & Barring Service (DBS) check.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits package that includes flexible working hours, a pension scheme and at least 23 days' paid leave per year (pro rata for part-time).

Closing date: 9 October 2026, 12 noon

Interview date: 28 October 2026

To apply please use the 'apply online' button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been

unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Working towards equal opportunities

Strictly No Agencies

Job Description

Date Prepared: August 2026

Post Title: Housing Enabling Lead

Post Number: 2760(2) **Grade:** SM2

Service: Housing Options

Section Head: Group Head Community Wellbeing

Report To: Group Head Community Wellbeing

General Duties:

- Lead on housing delivery related policy and business development.
- Drive work on specific sites to ensure viable affordable housing is delivered through section 106 agreements.
- Proactively engage with internal colleagues and external partners to enable affordable housing delivery, including the Council's housing delivery programme.

**General
Responsibilities:**

Equal Opportunities:

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular duties and responsibilities:

1. Lead on the efforts to enable the delivery of more affordable homes for local residents, including close liaison with the Council's Planning and Asset Management teams in the delivery of the Council's housing development programme.
2. Support the transition to West Surrey by leading work to join up housing delivery across the six districts and boroughs.
3. Develop, maintain and continuously improve effective partnerships with Registered Providers operating within the borough in order to monitor performance against contractual and nominations agreements, and enable the delivery of more affordable homes.
4. Proactively engage with Homes England in enabling the delivery of more affordable homes locally, including completing any necessary returns in relation to grant-funded schemes.
5. Consider developer proposals for affordable housing contributions on major planning applications and provide planning colleagues with a formal consultation response on behalf of local housing authority.
6. Lead on any LAHF acquisition process and negotiations.
7. Be the primary source of expertise on housing legislation, local, regional and national housing policy, including providing analysis of new housing legislation and related policy.
8. Be the main contact for MHCLG, Home Office and Homes England liaison.
9. Lead on the development, review, updating and monitoring of the Council's housing delivery related strategies and policies, and their associated action plans.
10. Ensure that all housing services operate in compliance with legislation, statutory guidance, best practice and the Council's political priorities and standing orders.
11. Work with key stakeholders, such as Surrey Chief Housing Officers (SCHOA), Surrey County Council Round Table, local residents and the voluntary sector in improving service quality and promoting creative and innovative ways of meeting the housing needs of local residents.
12. Prepare, produce and present reports, data analysis, formal consultation responses, briefing notes and funding bids for a range of elected members, senior officers, government departments and other parties.

- 13.**Lead on business development activities, including horizon-scanning for potential funding opportunities and leading on bid writing.
- 14.**Respond to queries from elected members on housing delivery issues.
- 15.**Represent the Council at various stakeholder and networking events which may include travel.
- 16.**Proactively manage and coach direct reports to support their professional development and growth.
- 17.**Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Housing Enabling Lead			Post number: 2760(2)
Key job requirements	Desirable/essential	Testing mechanism	Evidence
1. Skills			
Ability to lead and manage housing delivery projects from concept through to delivery, including coordinating internal and external partners.	Essential	Application/interview	
Strong analytical skills, including the ability to assess development proposals, viability information, policy implications and housing data.	Essential	Application/interview/test	
Excellent written communication skills, including the ability to prepare reports, briefing notes, consultation responses, funding bids and business cases.	Essential	Application/interview/test	
Effective negotiation, influencing and partnership-working skills with developers, Registered Providers, government agencies, elected members and other stakeholders.	Essential	Application/interview	
Ability to manage competing priorities, work proactively and deliver outcomes within agreed timescales.	Essential	Application/interview	
2. Experience			
Substantial experience of affordable housing delivery, housing enabling, housing	Essential	Application/interview	

Post: Housing Enabling Lead			Post number: 2760(2)
Key job requirements	Desirable/essential	Testing mechanism	Evidence
development or a closely related strategic housing role.			
Experience of working with planning processes, Section 106 affordable housing negotiations and/or developer contributions.	Essential	Application/interview	
Experience of developing, reviewing or monitoring housing strategies, policies, action plans, funding bids or business cases.	Essential	Application/interview	
Experience of building effective relationships with Registered Providers, Homes England, government departments, developers, elected members, local authorities and community or voluntary sector partners.	Essential	Application/interview	
Experience of leading, supervising, coaching or supporting colleagues to deliver service objectives.	Desirable	Application/interview	
3. Knowledge			
Sound knowledge of housing legislation, statutory guidance, national, regional and local housing policy, and emerging issues affecting housing delivery.	Essential	Application/interview	
Strong understanding of affordable housing delivery models, development viability, planning policy, Section	Essential	Application/interview/test	

Post: Housing Enabling Lead			Post number: 2760(2)
Key job requirements	Desirable/essential	Testing mechanism	Evidence
106 agreements and funding opportunities.			
Understanding of local authority governance, political awareness, decision-making processes and the need to work within standing orders and corporate priorities.	Essential	Application/interview	
Awareness of partnership working across Surrey and the implications of Local Government Reorganisation for housing delivery.	Desirable	Application/interview	
4. Qualifications			
Degree-level qualification or equivalent professional experience in housing, planning, regeneration, development, public policy or a related discipline.	Essential	Application/certificates	
Relevant professional qualification or membership, for example CIH, RTPI, RICS or equivalent.	Desirable	Application/certificates	
Evidence of continuing professional development relevant to housing delivery, planning, development viability, funding or leadership.	Desirable	Application/interview	
5. Personal Qualities			
Proactive, solutions-focused and resilient, with sound professional judgement and a	Essential	Application/interview	

Post: Housing Enabling Lead			Post number: 2760(2)
Key job requirements	Desirable/essential	Testing mechanism	Evidence
commitment to improving housing outcomes for residents.			
Collaborative and approachable, with the confidence to represent the Council professionally in meetings, networks and stakeholder settings.	Essential	Application/interview	
Committed to equality, diversity, confidentiality, health and safety, and high standards of public service.	Essential	Application/interview	