

Appendix 3

Proposed job description for a Homelessness Strategy Officer

Main purpose of the role

Leading the development and successful delivery of a high-quality homelessness strategy and related strategies, policies and plans, drawing on comprehensive evidence and research to achieve continuous improvement in preventing and reducing homelessness, ensuring that the council's work to tackle homelessness is driven by the clear purpose and a shared set of priority actions and outcomes within the local Homelessness Strategy Action Plan.

Ensuring that the council's objectives regarding tackling homelessness are embedded within strategies and plans at every level of the council, working with colleagues across the organisation and externally as required to collate multiple sources of evidence.

Ensure that the council's homelessness strategy and any resulting additional strategies and policies continue to remain robust, responsive and effective in reducing homelessness within the council.

Main duties and responsibilities

To focus on the development and delivery of the homelessness strategy action plan, providing strategic input for the council's work in this area, contributing to the development of corporate strategies and policies as required.

To develop, facilitate and deliver all aspects of the statutory homelessness strategy and review research process, including

project management and delivery, fieldwork, data analysis and the interpretation of findings, and manage the process of public consultation on strategy documents.

To ensure high quality strategic and operational risk and opportunity identification and management. To identify areas of unmet needs in homelessness service provision, including support needs and temporary and permanent housing provision and develop recommendations to senior management and elected members to ensure any requirements are embedded within the strategy as appropriate.

To be responsible for monitoring the performance of homelessness services (whether this service is delivered in house or on a contractual or other agreement with the council).

To undertake regular benchmarking and analysis of service performance, interpret the outcomes and impact of that performance, and use the analysis to inform and direct strategy and policy initiatives.

To be responsible for anticipating and responding to changes in the external economic, policy and regulatory environment regarding homelessness and related issues, undertaking research and analysis of homelessness legislation, good practice and current local and national issues to develop strategies, policies and plans as required. To brief senior colleagues and members in forthcoming changes and ensuring that the council is fully compliant.

To identify information requirements and develop and implement procedures for ensuring that Government monitoring returns

are completed, collecting and interpreting information and statistical data from across the service, other council departments and external organisations. Ensure all homelessness and homelessness prevention activity is included in the returns and that submissions are made within Government deadlines.

To prepare responses to relevant national and local consultations.

To provide information, guidance and training around the council's duties and responsibilities regarding homelessness for elected members, colleagues and partners.

To provide direct policy advice and a high degree of support to senior management, scrutiny committees, elected members and (cabinet/committee) as required, in solving problems and responding to challenges.

To manage the production of briefings and reports for senior officers and elected members with a focus on homelessness and related issues.

To manage partnerships, steering groups and fora as required, with a range of statutory and non-statutory partners within the borough, to deliver the homelessness strategy, ensuring a shared focus on priority outcomes for residents and communities.

To ensure the effective operation of the Homelessness Strategy Steering Group, Homelessness Forum and other groups and fora as required, including the production of agendas, reports and briefings for the steering group and related groups.

To represent the council attending partnership meetings, presenting information and reporting back to senior management and elected members as required.

To develop and implement effective partnership, corporate and departmental business planning processes to ensure engagement across the organisation and externally in delivering the homelessness strategy.

To work collaboratively with other public agencies such as adult and child social services and NHS Trusts, to ensure effective operational protocols are in place including, but not exclusively, homeless 16 and 17-year olds, care leavers and the hospital discharge of homeless people.

To maintain extensive external networks and share learning regarding sector developments, innovative practice and new opportunities, through liaison and consultation with other local authorities, registered providers, housing agencies, partners and recognised good practice organisations, ensuring that the council benefits from this learning.

To maintain an overview of commissioning activity impacting on homelessness, including services and accommodation commissioned by the council, across the organisation and with partners, influencing and challenging service providers to ensure quality and consistency.

Person Specification

Qualifications Required

Educated to Degree Level or have the equivalent experience and knowledge of strategic planning and delivery of a homelessness strategy within a local housing authority.

Housing Qualification/ membership of CIH

Specialist knowledge and experience required

Expert understanding of the national and local context for and operations of the statutory, policy and regulatory frameworks with regard to homelessness.

Expert knowledge and experience of homelessness legislation, code of guidance and case law, as well as a good understanding of the regulatory and statutory framework within which local housing authorities operates.

Comprehensive knowledge of housing policy, practice, finance issues and knowledge of

housing legislation and case law relating to the allocation of social housing.

Knowledge of the range of support services and accommodation for homeless households.

Experience of working across local authority departments and local authorities, as well as with statutory, voluntary & independent sector organisations.

Knowledge of other key social policy areas including public health, housing, economy, children's and adults' services, community safety, equality and inclusion, community and voluntary sector

General requirements

Commitment to personal and professional development to meet the changing demands of the job and a willingness to participate in appropriate training/development activities.

Excellent understanding of and commitment to principles of equality and diversity, to comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

Committed to excellent customer service.

Ability to see different points of view.

Experience of successfully developing and implementing new policies and procedures, and research to support service improvements.

Ability to analyse and present information clearly, and present complex ideas to a wide range of audiences.

Ability to identify and solve complex problems in a practical way.

Ability to analyse performance data and undertake comparative analysis and present solutions to problems. Ability to understand and interpret complex and sometimes conflicting information.

Ability to communicate and negotiate effectively, and challenge others without confrontation.

An excellent standard of written and oral communication and presentation skills. Experience of writing reports, briefing notes etc. and presenting information to a range of audiences

Experience of project management and well-developed IT skills.

Ability to travel around the region to attend meetings.

To undertake additional duties that may arise from time to time commensurate with the grade of the post, including working out of normal office hours as required.