

RICHMONDSHIRE DISTRICT COUNCIL

ENVIRONMENTAL HEALTH AND HOUSING SERVICE

JOB DESCRIPTION

JOB TITLE	HOUSING OPTIONS TEAM LEADER	POST NUMBER	HOUS TL 01
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MAIN PURPOSE OF JOB:

1. To assist the Environmental Health and Housing Manager in the management and direction of the Housing Options Team.
2. To manage and oversee the provision of an efficient and effective housing options service.
3. To monitor and manage the provision of services provided to the council by partners.
4. To work with partners to commission and develop homeless prevention services with particular reference to the Homeless Reduction Act 2017.
5. To assess and analyse local housing need as required.
6. To oversee and implement the Discretionary Housing Payment Policy

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Housing Options Team

SUPERVISION AND GUIDANCE:

Environmental Health and Housing Manager

RANGE OF DECISION MAKING:

Decisions on homeless presentations, appropriate advice to clients and homeless reviews / appeals. Advice and appropriate action in relation to illegal evictions. Action in response to breaches of licence agreement.

Responsible for the interpretation of legislation, guidance and development of services within the scope of their function.

Responsible for implementing systems to ensure that staff, carrying out work within the scope of their function, are performing in accordance with agreed quality policies and procedures.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

All records associated with the service.

RANGE OF DUTIES AND RESPONSIBILITIES:

1. To oversee and manage the housing options service, and in particular;
 - (i) Support and manage staff in the delivery of the housing options, private sector housing and advice service, including appraisals, personal development and training needs
 - (ii) Liaise with a range of partners to maximise opportunities for homeless clients to secure good permanent accommodation.
 - (iii) Develop and implement initiatives to prevent homelessness.
 - (iv) Oversee the monitoring and reporting of statistical information for Government and other stakeholders, and more regular reporting requirements for the Councils own performance management arrangements.
 - (v) Manage budgets associated with the service within prevailing delegated limits, including payments to providers of temporary accommodation.
 - (v) Assess and appraise referrals from North Yorkshire Adult and Children's Services, the Probation Service, Youth Offending Teams and others as required.
 - (vi) To adjudicate in homeless review cases
2. Monitoring all aspects of services provided to the Council by all external partners and agencies.
3. Maintaining statistics on housing related matters, monitoring housing association developments and preparing the annual HIP HSSA submissions.
4. Assisting the Environmental Health and Housing Manager in respect of the housing function and deputising for him/her in their absence.
5. Provide advice and assistance in cases of illegal eviction and harassment and participate in the out of hour's homeless response service.
6. Contribute to the strategic housing policy development and associated action plans
7. Manage stakeholder relationships, including the administration of the Housing Forum and contribute to reviews of the Homeless Prevention Strategy and action plan.
8. Represent Council at various regional and sub regional forums associated with homelessness and housing advice.
9. Monitor and manage the homeless database and provide management performance reports as required.

10. Liaise with a range of partners in all duties associated with housing enabling and delivery.
11. Operate IT systems associated with the post. To observe the development of new systems, and with training, keep up to date on IT development affecting the work.
12. To innovate and develop new approaches to service delivery in line with changes to central government policy and emerging local housing needs, ensuring that the Council is at the forefront of best practice.
13. To provide effective and supportive supervision to members of the Housing team.
14. To ensure that policies and procedures are implemented so that decisions affecting customers are legal, fair and consistent.
15. To develop and maintain strong operational links with other departments in the Council, working collaboratively to achieve shared objectives
16. To develop and maintain strong operational links with a range of statutory and voluntary organisations.
17. Observe the requirements of the Data Protection Act within the housing service and observe the requirements of the Health and Safety legislation.
18. To undertake all duties fairly, without unlawful discrimination and with due regard to prevailing Diversity and Equality policies.
19. Such other duties as may from time to time be allocated to the postholder consistent with the responsibilities of the post.

NB Please be aware that an Enhanced CRB check will be required for this post.

CONTACTS:

Members of the public, staff in other Units, Councillors, voluntary sector and other agencies, private landlords, registered social landlords, support agencies.

SPECIAL CONDITIONS OF SERVICE: Casual car user Enhanced DBS check	COMPILED BY: Stuart Wears	ASSESSMENT DATE: 5/3/18
	COMPILED DATE: March 2018	ASSESSED BY: Joanne Holland/Julia Wilson
	POST GRADE: 9	

Job Description
 agreed by postholder..... Date.....