

**Job Description**

**Job Title: Housing Manager**

**Salary Grade: OS 5 – Grade 9**

**SCP: 43 - 47**

**Job Family: Organisational Support**

**Job Profile: OS5**

**Directorate: People Services**

**Work Environment: Agile**

**Reports to: Senior Housing Manager**

**Number of Reports: 1**

**Purpose:**

To develop and implement housing initiatives and pathways in the context of the Housing Strategy for Sunderland.

To manage and evaluate projects to meet the priorities and objectives of the Housing Strategy for Sunderland particularly in relation to Chapter 3, “Supporting Vulnerable People to Access and Maintain Housing”.

To secure the necessary funding and resource to enable the delivery of both statutory and non-statutory homelessness services and projects.

To establish or build upon strong working partnerships with housing providers and partners, including funding partners, that will improve housing for vulnerable people.

**Main Duties and Responsibilities:**

* Plan and organise own workload and that of other people to meet service, team and personal targets.
* Conduct research and gather and analyse data on a range of housing matters, as well as on vulnerable groups of people.
* Keep up to date with changes to Government Legislation, Policy, Regulations, housing trends and best practice in order to provide expert and authoritative advice as required to a range of audiences.
* Develop and oversee the delivery of housing initiatives in line with the priorities set out in the Chapter Three of the Housing Strategy and the emerging Homelessness Strategy within defined timescales and budgets.
* Ensure that the actions arising from housing strategies and corporate performance targets are met.
* Review and update the Homelessness Strategy and Housing Strategy (plus action plans annually) and any other housing strategies, in consultation with partners and other housing officers.
* Review and develop housing advice, including for those at risk of being homeless.
* Develop “housing pathways” for vulnerable groups of people such as older people, younger people, those experiencing domestic abuse, veterans, ex- offenders, asylum seekers/refugees.
* Develop and implement housing provision and housing related support.
* Develop and implement standards for housing in the private rented sector as a benchmark for suitability for housing homelessness and vulnerable people.
* Develop funding bids both internally and to external bodies, including Homes England and the Ministry of Housing Communities and Local Government, to assist in the delivery of strategic housing and homelessness priorities.
* Build upon relationships with a range of housing providers, landlords and other key stakeholders to ensure that there is sufficient suitable accommodation to meet the needs of homeless and vulnerable people.
* Represent the Council at multi agency, regional or national forums.
* Participate in Council working groups or other forums to provide specialist housing advice and support the delivery of the Rough Sleeper and Homelessness Prevention Strategy and the Housing Strategy.
* Lead on consultation with partners and stakeholders relating to new initiatives and policies.

**Other Duties**

* Being flexible in approach to be able to deliver what is required within the remit of the post and grade.
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**Author: E McEvoy**

**Date: November 2018**