



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE: Housing Strategy Officer

GRADE: Band 6

RESPONSIBLE TO: Operations Manager - Housing Strategy

Overall Objectives of the Post:

To assist in the understanding and shaping of the Borough's housing market, develop policies to address housing need and provide support to the wider objective in addressing gaps within the housing market and creating balanced communities.

To assist in the development and delivery of the Integrated Housing and Homelessness Strategy and related corporate priorities.

Key Tasks of the Post:

1. *You will be responsible for providing a support role in the delivery of an effective strategic housing service. You will:*

- Monitor the delivery of the Integrated Housing and Homelessness Strategy through the detailed Action Plan and address areas of concern as appropriate.
- Regularly review strategies and policies to ensure that they remain fit for purpose.
- Develop policies that will support sustainable communities.
- Engage with partners and stakeholders to monitor and assess options for housing delivery in the Borough.
- Maintain an up to date knowledge of housing regulation, legislation and national policy and be able to interpret and apply this.
- Deliver specific projects or reports as required, for example housing renewal programme, empty homes etc.
- Be responsible for the submission of reports to the Operational Manager - Housing Strategy, identifying service or accommodation gaps and recommending appropriate solutions.
- Contribute to the solution focused approach of the team once challenges have been identified.

2. *You will be responsible for establishing and maintaining the right partnerships to deliver balanced housing market. You will:*

- Professionally liaise with a wide range of colleagues, members, landlords, statutory and voluntary agencies involved in the Borough.
- Engage with other Local Authorities, Government departments and agencies to collect positive practice and develop continuous improvement mechanisms.

- Identifying gaps within partnerships and creatively engage with all relevant stakeholders on relevant topics.
- Attend, develop or arrange meetings, seminars or forums as required.

3. *You will be responsible for contributing to a great team. You will:*

- Work as part of the Housing Strategy Team helping and supporting all colleagues and partners in the delivery of excellent services.
- Monitor and report statistics and performance indicators to ensure achievement of agreed standards.
- Be responsible for keeping managers, colleagues and members well informed so that work is co-ordinated across the service.
- Develop professional relationships and share good practice with colleagues, managers and members to aid communication and consistency.
- Comply with the organisations commitment to Equality and Diversity in the delivery of all services.

4. *You will consistently demonstrate the personal qualities and behaviours required of a Housing Strategy Officer. You will:*

- Carry out all of your work to the highest professional standards and in accordance with the Council's policies and procedures in order to provide an excellent standard of service to the Council's customers and to enable the Council to meet its objectives.
- Take responsibility and accountability for your performance.
- Work in a positive and co-operative manner with other members of the Team.
- Treat fellow team members, customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Recognise the achievements of team members and effectively deal with poor performance.
- Be a champion for Development Services and a source of support and encouragement for colleagues.
- Demonstrate excellent problem solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered by the Service.
- Effectively work with colleagues across Development Services to exploit opportunities for greater synergies and efficient ways of working.
- Contribute positively to team meetings
- Demonstrate total professionalism, propriety and value equality and diversity

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: 05/02/2019
Date: PM/KDS