

**Job Description**

**Job Title: Senior Housing Manager**

**Salary Grade: Grade 11**

**SCP: 48-52**

**Job Family: Organisational Support**

**Job Profile: OS7**

**Directorate: Neighbourhoods**

**Work Environment: Office working**

**Reports to: Assistant Director of Housing**

**Number of Reports: 2**

**Purpose:**

Develop and deliver a range of housing initiatives and key projects in the context of the Housing Strategy for Sunderland.

Develop and build relationships with key partners and stakeholders to maximise housing opportunities in the City in line with the City Plan and the Housing Strategy.

Develop a full range of accommodation and accommodation pathways that meet identified housing needs within the City, including those of vulnerable people.

Lead on delivering housing for vulnerable people and preventing homelessness in line with the Council’s Strategic Housing Priorities.

Provision of leadership and management support to the Housing Strategy and Housing Options Teams

Develop strong relationships within the Directorate and other areas of the Council that will support the delivery of housing priorities.

**Main Duties and Responsibilities:**

* Keep up to date with changes to Government legislation, policy, regulations, the local and national housing market and best practice to provide expert and authoritative advice as required to a range of audiences.
* Ensure that the Housing Strategy and all associated housing policies are consulted upon, developed, reviewed, revised and implemented.
* Build upon relationships with a range of housing providers, developers’ landlords and other key stakeholders to ensure that there is enough suitable accommodation to meet housing needs.
* Assist with all initiatives within the Council that support the delivery of the Housing Strategy priorities.
* Develop and deliver an affordable housing strategy to ensure that there is enough affordable housing to meet the needs of the residents of the City.
* Intervene through a strategic, targeted approach, to reduce the number of empty homes within the City.
* Assess and intervene in areas of housing market decline to ensure that all neighbourhoods are sustainable.
* Work with Together for Children to ensure accommodation needs for children and young people are met.
* Develop a strategic approach and partnership with the private rented sector to raise standards and so they play a full part in meeting strategic housing needs.
* Ensure all Homelessness legislation is considered, applied and implemented operationally to ensure that homelessness services and prevention is built into all processes and operations.
* Manage the Council’s Housing Allocations Policy.
* 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 priorities.
* Ensure that the actions and performance indicators arising from housing strategies and corporate performance targets are monitored and met.
* Contribute as required to Council’s Corporate Plans, including the City Plan and Neighborhood Investment Plans.
* Participate in Council working groups or other forums to provide specialist housing advice.
* Represent the Council at multi-agency, regional or national forums.
* Deputise for the Assistant Director of Housing in relation to housing issues and other matters as required.
* Lead and manage all housing services operations
* Promote the housing successes of the Council and partners using a variety of media and communications.
* To promote and champion a positive organisational wide culture that reflects the Council’s values

**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: G Scanlon**

**Date: September 2019**