

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 and ensure that the Council meets its statutory obligations under the Housing Act 1996 Part 6, Homelessness Reduction Act 2017 and related legislation.
3. Ensure that the Housing Options Officers comply with the prevention, relief and main housing duties under the Homelessness Reduction Act 2017, that assessments, Personal Housing Plans, applications and enquiries are completed, monitored and reviewed as required, and the legal homelessness duties are appropriately started and ended with the correct notifications and decisions.
4. To monitor and manage the provision of services provided to the council by partners.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Housing Options Team, including staff providing homeless prevention support as part of the N Yorks Young Person HUB arrangements

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.
Homeless Unit and associated assets.

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 including appraisals, personal development and training needs
 - (ii) Routinely supervise and audit housing and homelessness casework to maintain quality, standards, consistency, legal compliance and to identify and address development and procedural issues.
 - (iii) Work strategically with partner organisations and internal services to actively develop and maximise homelessness prevention and relief opportunities to meet the identified needs of customers, including housing pathway plans, move-on options and provision of support services.
 - (iii) Allocate the Council's emergency accommodation and private rented sector units and make bed and breakfast bookings where required, ensuring placements are managed to minimise the cost to the Council.
 - (iv) Participate in multi-agency meetings and formal safeguarding case conferences and provide reports written and verbal reports to those meetings when required.
 - (v) Oversee the monitoring and reporting of statistical information for Government and other stakeholders, and corporate performance management arrangements.
 - (v) Use the homelessness prevention budget creatively and make recommendations to the Environmental Health and Housing Options Manager on expenditure.
 - (vi) Assess and appraise referrals from North Yorkshire Adult and Children's Services, the Probation Service, Youth Offending Teams and others as required.
 - (vii) To adjudicate in homeless review cases
2. Monitoring all aspects of services provided to the Council by all external partners and agencies.
3. Participate in the out of hour's homeless response service.
4. To assist in the development of the Council's Rough Sleeper and Homelessness Prevention Strategy.
5. Represent Council at various regional and sub regional forums associated with homelessness and housing advice.
6. 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.

7. To develop and maintain strong operational links with a range of statutory and voluntary organisations.
8. Understand and comply with the Council's safeguarding responsibilities and relevant internal and multi-agency policies and ensure that safeguarding referrals are made when there are issues of concern regarding children and or adults with care and support needs.
9. To undertake all duties fairly, without unlawful discrimination and with due regard to prevailing Diversity and Equality policies.
10. 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 DBS 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: Sonia Bagshaw	ASSESSMENT DATE: 3.12.2020
	COMPILED DATE: December 2020	ASSESSED BY: JW/EL
	POST GRADE: 10	

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