



Job profile

Housing Strategy and Partnerships Officer

Grade K

Group: Housing, Environment & Healthy Communities

Service: Strategic Housing & Residential Growth

Location: Civic Centre

Line Manager: Strategic Housing Services Manager

Car User Status: Casual

Job Purpose: To lead and support the development and implementation of the Council's core housing strategies and delivery plans; to facilitate and enable successful partnership working to help ensure **achievement of the Council's strategic aims and outcomes.**

The key roles of this post will include:

- 1) Lead and support the development, review and updating of the Council's housing and related strategies including homelessness, empty homes, affordable housing, regeneration, ASB and private sector housing strategy.
- 2) Ensure awareness of relevant housing, health or planning legislation, policies, trends and best practice to maintain a fit for purpose and well-informed strategic function.
- 3) Ensure a robust evidence and data base is maintained, interrogated and analysed to determine informed decision making, effective strategic planning and policy implementation, particularly in relation to:
 - Housing market assessment and analysis
 - Housing supply, need and demand
 - Housing condition
 - Homelessness monitoring and nominations
 - Specialist and supported housing provision
 - Services impact, performance and effectiveness
 - Place quality and standard
- 4) Produce or commission report and studies to support the development of strategies, policies and plans, ensuring any required approvals and support for recommendations.
- 5) Provide consultation feedback, advice and direction on a range of housing, health and planning matters.
- 6) Identify and help to secure potential sources of funding to facilitate the delivery of the Council's housing, health and economic development strategies.
- 7) Contribute, support or lead as required multi-disciplinary project or working groups.
- 8) Respond effectively and in a timely way to service and information requests including FOI, complaints and elected member enquiries.
- 9) Maintain regular contact and effective liaison with key housing partners including RP's, private landlords, developers and relevant service providers.
- 10) Administer, facilitate and support the Gateshead Housing Providers Partnership, its working groups, the Private Landlords Forum and Homelessness Forum.



- 11) Provide regular and timely management information reports including presenting reports to working groups, elected members or partnership bodies. Disseminate relevant advice and information including media participation as necessary.

Knowledge & Qualifications

Essential:

Knowledge:

- Understanding of housing, health and/or planning policy and issues
- Good understanding of Gateshead's Thrive agenda, Housing and Health & Wellbeing strategies
- The regulatory environment for housing
- Good knowledge and understanding of external funding regimes
- Effective partnership working with key stakeholders
- Able to research best practice and effectively develop strategies and policies, including value for money, appropriate consultation and outcome / performance measures
- Able to identify, analyse and critically evaluate data and information

Experience:

- Excellent verbal and written communication skills, including production of quality written reports, policies and strategic documents to strict deadlines
- Successful relationship management of key partners and stakeholders, including dispute resolution
- Liaison, negotiation and influencing government departments, agencies, the regulator and funders
- Successful development and subsequent delivery of strategic, programme and/or project plans
- Ability to identify strategic, policy and project risks and issues, and their resolution
- Housing related funding applications and managing funding streams and programmes

Qualifications

- Degree level qualification or equivalent

Desirable:

Knowledge

- Good political awareness

Experience

- Managing and contributing to successful organisational or service change programmes



Qualifications

- Evidence of continuing professional development and/or membership of a professional body

Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences