**Job Description**

|  |  |
| --- | --- |
| **Job title** | Housing Options Team Leader (Senior Homeless Reduction Officer) |
| **Grade** | 7 |
| **Service/Team** | Housing Service  Housing Options Team |
| **Main purpose of job** | * Supporting the Housing Options Manager to ensure the Housing Options Team deliver a high-quality service which meets the requirements of the Homeless Legislation and in line with the Council’s ‘Inspiring Futures’ approach. * To oversee decision making on initial assessment, planning, homelessness duties and temporary accommodation in line with the Homeless Reduction Act 2017 * Line Manage staff members ensuring they are supported and able to complete their roles efficiently to meet the demands on the service. * Attendance of all multi-agency meetings being the single point of contact for any referrals (MARAC, MAPPA, MATAC, Rough Sleeper Action Group) |
| **Key responsibilities */tasks*** | * To keep up to date with homeless legislation, statutory guidance, and case law to enable a high quality and relevant service to be delivered. * To support the Housing Options Manager to ensure the delivery of Housing Options Service meets homeless legislation and the council approach of ‘Inspiring Futures’ * To attend all multi agency meetings for the team and be the lead for any MDTs required for homeless applicants * To collate information and respond to all FOIs, MP and Councillor enquiries within timescales * Ensure the Team process applications and cases and that all are dealt with in an efficient and timely manner * Ensure that comprehensive needs assessments are undertaken and produced for each household placed in temporary accommodation and subject to necessary permissions, share the contents with appropriate partners and stakeholders. * Ensure temporary accommodation is monitored to ensure length of stay is kept to a minimum * Co-ordinate and arrange bi-monthly rough sleeper counts in conjunction with partner agencies * Submit any Government returns in a timely manner * Regular quality assurance of casework to ensure staff development * Regular data cleansing to ensure performance data provided to MCHLG is accurate * To provide coaching, mentoring and supervisory support to all staff and ensure the appropriate management of caseloads across the service. * Assist in updating business processes, staffing procedures to ensure they meet the updated legislative requirements * Carry out regular supervisions, team meetings & catch ups with staff * Develop relationships with partner agencies by attending team meetings and promoting the service and its processes. * To be a moderator for team’s files and co-ordinate this within the team |
| **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. * The post meets the DBS eligibility criteria for a standard or enhanced DBS disclosure |
| **Responsible for staff/equipment** | Line management of staff |
| **Other duties/specific policies e.g. DBS** | * The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies. * The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation. * The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council. * The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. * To 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 |