**Job Description**

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| **Job title** | **Senior Strategy Officer** |
| **Salary, Grade and SCP** | Grade 8  |
| **Service/Team** | Health, Housing and CommunitiesHousing Strategy Team |
| **Responsible to** | Housing Strategy Manager |
| **Responsible for staff/equipment**  | 5 FTELaptopMobile Phone |
| **Main purpose of job**  | * To support the Housing Strategy Manager in the delivery of the Council’s strategic housing function and the development and implementation of the Council’s key Housing Strategies, including the Housing Strategy, Homelessness and Rough Sleeping Strategy and Empty Homes Strategy.
* To maintain a robust evidence base which informs policy and strategy decisions and identifies housing needs across the City.
* To support the housing service and staff in the development of housing policy and housing interventions across all tenures to meet housing needs.
* To assist with housing projects to ensure the realisation of the priorities set out within the Councils Housing Strategy.
* To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
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| **Key responsibilities**  | * Lead the development, review and updating of the Council’s Housing Strategies.
* Horizon scan and ensure the Council is aware of relevant housing legislation and policies to ensure the Council maintains an up-to-date, relevant and well-informed approach to strategic housing.
* Work in partnership with all key partners and networks to drive the Housing Strategy for Sunderland.
* Ensure a robust evidence base is maintained and interrogate such to determine both current and future housing needs across all client groups.
* Develop strategies and plans to ensure all identified housing needs are met and housing options are increased to enable all to secure and sustain housing.
* Identify trends and changes in housing demand
* Work with the Council’s Housing Options Team to determine current and future housing needs of their client group.
* Identify of potential sources of funding to facilitate the development of housing, delivery of the homelessness service and relevant new opportunities.
* Contribute to the development and implementation of the Housing Service’ Service Plan.
* Assist in the review and update of the Council’s Housing Service policies and procedures in line with legislation.
* Assist in the development of “housing pathways” to meet demand and Housing Service objectives.
* Support the housing service to improve sustainable access to private sector (rented) accommodation to meet housing demand.
* To assist in the strategic delivery of Affordable Homes and liaise with partners to ensure housing needs are understood and met
* Contribute to a framework of plans at a Council and service level which are SMART, action focused and add value.
* Supporting policy analysis including horizon scanning and providing advice and guidance.
* Contribute to and assist with housing projects and initiatives in the context of the priorities set out in the Housing Strategy and within defined objectives of the Housing Service.
* Contribute to cross-service working groups, projects and developments as necessary.
* Responsible for meeting performance requirements and delivering set key objectives agreed with the Housing Manager.
* The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Senior Housing Manager.
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| **Key tasks**  | * Investigate the circumstances, background and influences of housing need across the City to inform future actions for improvement.
* Support the preparation and analysis of housing data and trends to meet Council requirements and help achieve effective policy, performance and related initiatives.
* Analysis of performance data including satisfaction and other survey data. Looking at trends and interrelationships, developing targets and forecasts.
* Support the development of funding bids to external bodies, to assist in the delivery of the Housing Strategy and other Council strategies
* Effectively respond to requests for service, FOI’s and housing complaints from colleagues within the Council, residents, ward members and MPs within agreed customer standards.
* Liaise with key stakeholders and partners (internal and external) to develop, monitor and improve service delivery.
* Participate, co-ordinate and/or chair Council working groups or other forums/events to provide advice and support around the development of the housing strategy and associated policies.
* Support the development and updating of the Council’s Housing intranet and webpages to ensure they are relevant and up to date, as well as answering queries to the service.
* Undertake all the secretarial duties on behalf of the Housing Service Partnerships.
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| **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 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
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