

Job Description

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| Post title | Policy & Economy Advisor (Homelessness) (12 months fixed term) |
| Grade | N9 |
| Directorate | Economic Growth & Regeneration |
| Team | Housing & Infrastructure |
| Reporting to | Head of Housing & Land |
| Responsible for | Not applicable |

Job Purpose

To lead the development and implementation of innovative and effective policy and research initiatives to deliver the Homelessness Prevention Blueprint for the North East Combined Authority.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

1. To work in partnership with combined, local authority and Voluntary, Community and Social Enterprise (VCSE) leads to develop, update, review and maintain key research, policy and strategy documents and frameworks on regional homelessness strategies, providing briefings and training as required.
2. To keep up to date with local, regional, national, and international developments, advising the Mayor, Members, senior officers, and partners on these and developing and refining approaches accordingly.
3. To work with the North East CA's leads to interpret and report very varied and complex qualitative and quantitative data to a wide range of audiences in an accurate, confidential, and secure manner and provide appropriate advice and guidance as required, including on relevant legislation.
4. To develop, support and promote good working relationships, understanding and participation between local authorities, the Mayor, Members, partners, stakeholders and the wider community.

5. To lead the development and maintenance of partnership working and engagement with other organisations to assist in the delivery of priority outcomes, including effectively informing, and promoting strategies to relevant stakeholders.
6. To identify, develop, manage, and deliver significant policy, research, information and consultation to create a Homelessness Prevention Blueprint for the North East CA in line with the requirements of the Deeper Devolution Deal.
7. To establish, coordinate and support project management arrangements to ensure the successful implementation of assigned projects in accordance with agreed objectives, timescales, risk, issue, financial and performance management metrics.
8. To report progress and project outcomes to the North East CA's management and governance structures.
9. To promote and implement the North East CA's Equality and Diversity Policy in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

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 their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East CA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification:

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> Educated to degree level or equivalent. | |
| Experience | <ul style="list-style-type: none"> Experience of producing specifications, project appraisals, briefing papers, reports and other written materials. Experience of working collaboratively with a wide range of partners. Experience of delivering multi-stakeholder projects. | <ul style="list-style-type: none"> Lived experience of homelessness. Experience of operating in a politically sensitive organisation. Experience of working with and across multi-functional teams. |
| Skills and Knowledge | <ul style="list-style-type: none"> Understanding of homelessness prevention and rough sleeping. Ability to work to strict deadlines, manage a varying workload with competing demands and work within an environment with a high degree of ambiguity. IT skills including and thorough knowledge of MS Office applications. Strong communication and presentation skills. | <ul style="list-style-type: none"> Knowledge of Housing Acts & other legislation relating to homelessness. Knowledge of statutory obligations for local authorities. Knowledge & understanding of homelessness in the North East. Knowledge of the current policy setting for local government and combined authorities. |

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| Personal Qualities | <ul style="list-style-type: none">• High level of integrity, confidentiality and professionalism.• Proactive, enthusiastic, and committed to learning continuous improvement.• Strong interpersonal skills with the ability to build trust and collaborate effectively.• Resilient and adaptable, able to work under pressure and manage competing priorities. | |
| Additional Requirements | | |