

Housing Assessment and Advice Manager

Reports to: **Housing Services Manager**
Direct reports: **Homelessness Prevention Staff**

Evaluation: **641 points**
Grade: **N10**
Reference: **AA1546**

Job Purpose

- Ensure the effective operation and delivery of the services provided in the Housing Assessment and Advice Service.
- Ensure the Authority's strategic aims are met.
- Manage the Housing Advice Centre and Homeless Emergency Service.
- Manage the statutory homelessness, advice and prevention functions.
- Ensure that the service is provided in line with the City's statutory duties and priorities.
- Contribute to the development and implementation of the Homelessness Strategy.
- Deputise for the Housing Services Manager as required.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Manage staff and budgets in the Housing Assessment Services.
2. Ensuring that casework is of the highest standard and that it links into strategic monitoring systems and that all duties under relevant legalisation and policy are met.
3. Contribute to the development and implementation of the Council's homelessness strategy.
4. Represent the Directorate in its work with internal and external agencies, including providing training, advice and assistance.

5. Authorise payment of invoices, monitor expenditure within existing financial frameworks and manage the budget.
6. Ensure that statistical returns meet strategic requirements.
7. Ensure that the service is monitored and produce statistical information and reports.
8. Deal with reviews of homelessness cases and ensuring effective liaison with Legal Services.
9. To promote and implement our Equality policy in all aspects of your employment.
10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.