Job Profile

Position Details	
Post	Housing Strategy & Commissioning Officer
Service Area	Housing Regeneration & Planning/Housing & Growth/Housing/ Housing Strategy & Commissioning
Reports to	Housing Strategy & Commissioning Manager
Grade	PO4
Job Family	To be completed by HR

Role Purpose

- To support the development of the Council's Housing Strategy and housing policies.

- To support the Council's strategic housing, homelessness and housing delivery functions; including producing evidence to support policy development.

- To promote best practice in the delivery of Haringey's housing and homelessness services and the delivery of new homes.

- To commission and develop partnership working with Homes for Haringey and other housing providers.

Main Responsibilities

Strategy

1. To support the preparation of the Council's Housing Strategy and its associated sub-strategies, policies and delivery plans and ensure the delivery of these policies

2. To produce briefings for Chief Officers, Heads of Service and Members on housing policy and relevant aspects of housing supply, homelessness, commissioning, service delivery and quality assurance.

3. To monitor national and regional policy development, and to interpret, summarise, disseminate and provide briefings on new legislation, regulations or guidance that affects the Council's strategic housing functions. To prepare draft responses to reports and consultation papers.

4. To establish and maintain a housing knowledge and evidence base to support policy development; providing insight and intelligence on housing issues, identifying housing need and formulating policy options to meet this need.

5. To undertake and co-ordinate housing related research using a variety of research methods including questionnaires, interviews, focus groups and data analysis.

6. To monitor the housing market, in the borough and more widely, particularly with regard to issues of affordability and sustainable communities.

7. To prepare and submit reports and briefings, including Cabinet reports as part of the Council's formal democratic processes, ensuring input from key teams as required, managing stakeholders to ensure timescales and high quality standards are achieved.

8. To act as a housing policy advisor for the LB Haringey, providing specialist advice and guidance within and outside the Authority.

Commissioning

9. To support the Strategy & Commissioning team in the commissioning of Homes for Haringey (HfH), the Council's Arms Length Management Organisation (ALMO), and other housing providers.

10. To undertake regular benchmarking and sector research to ensure good practice is identified. To support senior officers in the implementation of improvements in relation to housing and related service delivery.

11. To support the development of a common, high quality commissioning framework for housing, drawing on this best practice, and in accordance with Haringey's commissioning framework.

12. To support the establishment and agreement of contracts, service level agreements, protocols and monitoring arrangements appropriate to service providers.

13. To promote and commission new housing projects and initiatives via HfH, Registered Providers and other housing providers that will improve performance and service delivery. To ensure high quality briefs are provided with effective monitoring of delivery and to lead or participate in projects and task and finish groups as required.

14. To ensure the provision of robust and accurate data to support performance management.

Organisational development

15. To support the production of policies and procedures for the Housing Strategy and Commissioning function, ensuring that they are fully compliant with the relevant legislation and reflect good practice.

16. To appraise Cabinet Members, Councillors and senior managers of work on housing policy as required; including providing regular reports to the Housing Priority governance structures.

17. To deal with Member/MP enquiries, Freedom of Information requests, customer complaints and other enquiries, ensuring a comprehensive response and that where necessary providers take the appropriate remedial action.

18. To deal with internal and external housing data enquiries and general requests for information.

19. To represent the Council at multi-agency and other external meetings; to maintain up to date knowledge and influence wider policy development.

20. To provide policy advice to corporate working groups and other external bodies as required and to represent the Housing Strategy & Commissioning Team as required, in corporate initiatives and cross agency projects, ensuring that the requirements of the relevant service area(s) are considered in their planning and implementation.

21. To ensure compliance with Health and Safety at Work, Data Protection and other statutory requirements.

22. To promote the implementation of the Council's Equal Opportunities policies.

23. To undertake any other duties consistent with the basic duties and/or objectives of the post.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable

The Person These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, <u>as the shortlisting decision will be based on our assessment of you against these criteria.</u> The final assessment process will also seek to assess these characteristics. • Communication: effective with a range of audiences and the ability to produce high quality written work.	Essential
• Analysis: able to look critically at existing policies, practice and performance and to bring together disparate or conflicting data to understand the big picture.	Essential
• Client management: with housing services or a closely related field, or comparable experience as a service provider.	Desirable
• Partnership working and stakeholder management: including joint or aligned commissioning or multi-agency service improvement initiatives.	Desirable
• Commissioning: supporting the commissioning cycle for services and projects to internal & external partners.	Desirable
• Negotiation and influencing: able to effectively handle tension and conflict sensitively in a contractual, multi-provider setting.	Essential
• Methodical approach: a structured approach to tasks with high work standards, attention to detail and commitment to high quality outputs on a consistent basis.	Essential
• Resilience and determination: able to overcome obstacles and find solutions and develop innovative workarounds.	Essential
• Organisation: people management and relationship skills, able to successfully organise and steer partners to agreed objectives. **Qualifications** A relevant professional or management qualification is useful but not necessary. **Knowledge/Skills**	Essential
• Policy knowledge: a good level of understanding of current housing policy issues, including an in depth understanding of the social housing sector and the statutory and regulatory framework.	Essential

• Policy experience: policy development experience, including coordinating the process for approval of new policies within a prescribed process, preferably within a political setting.	Essential
• Policy evidence base: a good understanding of available data, research and intelligence to inform commissioning and how to initiate research to improve this.	Essential
• Stock investment: an understanding of stock investment, asset management and property maintenance issues.	Desirable
• Contract management: experience of performance management and quality assurance methods and practices.	Desirable
• Commissioning: a good grasp of prevailing commissioning, procurement and outsourcing practices and new developments in the housing sector.	Desirable
• Procurement: an understanding of local authority procurement policies and processes and using the contracting process to purchase high quality and value for money services in partnership with providers.	Desirable
• Project management: the ability to utilise project and programme management methods and tools.	Desirable

Main Contacts & Other Information
Main Contacts: 1. Registered Providers/External Partners 2. Councillors 3. Homes for Haringey 4. Key internal stakeholders Other Information:

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	80%	Use of a computer.	Y	80%
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	Y	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

n/a

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

n/a

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

n/a

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

n/a

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

n/a

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

n/a