

## Housing Strategy & Commissioning

### Job Description

<b>POST:</b>	Senior Housing Strategy & Commissioning Officer
<b>GRADE:</b>	PO6
<b>RESPONSIBLE TO:</b>	Housing Strategy & Commissioning Manager
<b>RESPONSIBLE FOR:</b>	n/a

### BASIC OBJECTIVES OF THE POST

- To lead on the Council's Housing Strategy and housing policy development.
- To develop the Council's strategic housing function; including producing the evidence base to support housing policy.
- To promote best practice in housing service delivery.

### MAIN DUTIES & RESPONSIBILITIES

1. To lead 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 advise and brief Chief Officers, Heads of Service and Members on housing policy and relevant aspects of 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 co-ordinate the preparation and submission of 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 senior housing policy advisor for the LB Haringey, providing specialist advice and guidance within and outside the Authority.
9. To undertake regular benchmarking and sector research to ensure good practice is identified and reflected in the Council's housing policy framework.
10. To promote and commission new housing projects and initiatives as appropriate 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.

### **Organisational development**

11. To produce and maintain policies and procedures for the Housing Strategy and Commissioning function, ensuring that they are fully compliant with the relevant legislation and reflect good practice.
12. To ensure that Cabinet Members, Councillors and senior managers are appraised of and engaged in work on housing policy; including providing regular reports to the Housing Priority governance structures.
13. 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.
14. To deal with internal and external housing data enquiries and general requests for information.
15. To represent the Council at multi-agency and other external meetings; to maintain up to date knowledge and influence wider policy development.
16. To act as the Council's Housing Policy expert on 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.
17. To ensure compliance with Health and Safety at Work, Data Protection and other statutory requirements.
18. To promote the implementation of the Council's Equal Opportunities policies.
19. To undertake any other duties consistent with the basic duties and/or objectives of the post.

## MAIN CONTACTS

1. Councillors
2. Key internal stakeholders
3. Homes for Haringey
4. Registered Providers/External Partners
5. National and regional government

## RESOURCES

Cash / Financial Resources	N/A
Plant / Equipment	N/A
Stocks / Materials	N/A
Data Systems	N/A
Buildings	N/A

## Person Specification

**POST:** Senior Housing Strategy & Commissioning Officer

**GRADE:** PO6

**RESPONSIBLE TO:** Housing Strategy & Commissioning Manager

**RESPONSIBLE FOR:** n/a

### 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, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

### Abilities/Experiences

- Communication: effective with a range of audiences and the ability to produce high quality written work.
- Analysis: able to look critically at existing policies, practice and performance and to bring together disparate or conflicting data to understand the big picture.
- Client management: with housing services or a closely related field, or comparable experience as a service provider.
- Partnership working and stakeholder management: including joint or aligned commissioning or multi-agency service improvement initiatives.
- Commissioning and procurement: commissioning services and projects to internal & external partners.
- Negotiation and influencing: able to effectively handle tension and conflict sensitively in a contractual, multi-provider setting.
- Methodical approach: a structured approach to tasks with high work standards, attention to detail and commitment to high quality outputs on a consistent basis.
- Resilience and determination: able to overcome obstacles and find solutions and develop innovative workarounds.
- Organisation: people management and relationship skills, able to successfully organise and steer partners to agreed objectives.

### **Qualifications (only if applicable)**

- A relevant professional or management qualification is useful but not necessary.

### **Knowledge/Skills**

- Policy knowledge: a high level of understanding of current housing policy issues, including a in depth understanding of the social housing sector and the statutory and regulatory framework.
- Policy experience: policy development experience, including managing the process for approval of new policies within a prescribed process, preferably within a political setting.
- Policy evidence base: a good understanding of available data, research and intelligence to inform commissioning and how to initiate research to improve this.
- Stock investment: a sound understanding of stock investment, asset management and property maintenance issues.
- Contract management: experience of performance management and quality assurance methods and practices.
- Commissioning: a good grasp of prevailing commissioning and procurement practices and new developments in the housing sector.
- Procurement: a good 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.
- Project management: the ability to utilise project and programme management methods and tools.

## Housing Strategy & Commissioning

The employee's duties require the following activities: -

	Yes		Yes
Office duties	X	Outdoor work / uneven surfaces	
Use of a computer	X	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work	X	Outdoor work or extremes of temperature	
Crisis or conflict situations	X	Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	X	LGV / PSV driving	
Walking 1+ miles during working day	X	Operating lift-truck, digger or crane	
Use of stairs	X	Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching		Chemicals, e.g. solvents or metal working fluids	

## Housing Strategy & Commissioning

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Sitting / Standing for prolonged periods		Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	