

Job Profile

Position Details	
Post	Temporary Accommodation (TA) Reduction Programme Support Officer
Service Area	Housing, Regeneration and Planning/Housing, Strategy & Commissioning
Reports to	Programme Manager, Housing
Grade	P04
Job Family	To be completed by HR

Role Purpose
<p>To support the delivery of the Temporary Accommodation (TA) Reduction Programme</p> <p>To coordinate the allocation of the Flexible Homelessness Support Grant (FHSG)</p> <p>To ensure effective linkages between the work of the Housing Demand team in HfH, Homelessness services in Adults Commissioning and Housing Strategy & Commissioning team</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To support the Exec Director Housing Demand in fulfilling his/her obligations as the senior accountable officer for delivery of the agreed TA Reduction Programme 2. To co-ordinate the overall work programme of the TA Reduction Programme including formal reports and decisions and work commissioned from across the council and Homes for Haringey (HfH) 3. To be responsible for establishing, operating and maintaining the governance arrangements for management of the FHSG, including receiving proposals for new initiatives and evaluations of performance against target for existing initiatives. 4. To coordinate the work of the TA Reduction Board ensuring that an appropriate forward plan is in place and that decisions and actions are recorded and followed up, including providing secretariat for meetings as required 5. To commission the delivery of a robust TA forecast model, including bespoke reporting, working with appropriate colleagues from across HfH and the council 6. To monitor the delivery of new supply of council owned homes for use as TA 7. To monitor and manage key programme and project budgets, including FHSG, to ensure that they are effectively controlled within the approved cash limits and authorised delegations, including raising relevant purchase orders

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
Experience of housing demand services and the provision/management of temporary accommodation within a council or arm's length management organisation	Desirable
Experience of managing project and programme budgets	Essential
Experience of developing and maintaining performance monitoring systems.	Essential
Experience of cross organisational working, in particular in a programme management context.	Essential
Well-developed programme and project management skills (including in the planning, management, governance and evaluation of programmes; data management and analysis; and the interrogation and challenge of performance reporting)	Essential
Strong demonstrable skills in organisation, showing initiative, and taking a methodical approach.	Essential
Excellent interpersonal skills, and the ability to develop and maintain effective working relationships and interact persuasively across an organisation including with senior staff.	Essential
Strong written, oral and presentational communication skills.	Essential
Confident in the use of Excel and other data management systems, able to manipulate and analyse data.	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Homes for Haringey Housing Demand Team</p> <p>Homes for Haringey Head of Business Development</p> <p>Homes for Haringey Executive Director of Housing Demand</p> <p>LBH Director Housing Regeneration and Planning</p> <p>LBH Head of Housing Strategy & Commissioning</p>

LBH Programme Manager, Housing

LBH Strategic Lead – Single Homelessness & Vulnerable Adults

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?				n/a
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.	Yes	80%	Use of a computer.	Yes	80%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

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

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