**Oldham Council**

**Job Description**

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| **Job Title:** Senior Housing Needs Officer (Private Sector) | | | | |
| **Directorate**: Economy | | | **Division/Section:** Economy | |
| **Grade:** 8 JE: 9823 | | | | |
| Job Purpose:   1. To assist the Principal Market Intervention Officer with the operational delivery of the Temporary Accommodation Team within the Housing Options Service including direct line management of the Temporary Accommodation Officers. 2. Develop and administer a Rental Bond Scheme in accordance with the aim of assisting with the prevention of homelessness 3. Maximise the contribution that the private rented sector can make to meet housing needs, including activities related to bringing empty homes back into use | | | | |
| Key Tasks:   1. To establish, develop and maintain close working relationships with housing providers, contractors, private landlords or potential new landlords operating in Oldham to develop a portfolio of good quality affordable accommodation for single people and families who are homelessness or threatened with homelessness. 2. Develop and administer a Rental Bond Scheme for Oldham, including the development of appropriate policies and procedures. 3. To assess all incoming referrals against the eligible criteria for the Bond scheme and where appropriate, refer ineligible referrals to other agencies for the purposes of preventing homelessness. 4. To keep appropriate records (including a register of Bonds issued), monitor, evaluate and report as required on progress with the Bond Scheme and the prevention of homelessness. 5. To monitor assigned budgets including reporting on income and expenditure as necessary to assist the Principal Market Intervention Officer with overall budget setting, long term financial planning, demonstrating value for money in the delivery of housing related services. 6. To work closely with Council staff and partners to support improvements to the private sector in Oldham and increase access into private tenancies. In particular, shared accommodation and self-contained single and family sized dwellings. 7. Identify potential sources of funding available or opportunities for collaborative working with partner agencies and landlords 8. To undertake detailed surveys of dwellings, recording any defects and ensuring remedial action is taken in accordance by work in partnership with the Council’s Public Protection Team to ensure that any properties being considered for rent under the Bond Scheme meet appropriate fitness standards and comply with relevant legislation. 9. To liaise and mediate with landlords and tenants to resolve any breach or tenancy issues or claims under the scheme. 10. To publicise the work of the Bond Scheme to the wider community, including producing publicity material, delivering presentations and attending various forums and meetings. 11. To be responsible for successfully monitoring contracts in accordance with agreed specifications for any new build and/or management programmes with regards to increasing the Councils accommodation portfolio. Regularly reviewing progress on site and support the performance management of works including technical delivery of any such contract including budgetary requirements, ensuring the Council’s position is fully protected 12. To investigate details of the building and specification faults in properties including, preparing diagnostic reports and monitoring remedial and refurbishment work as required. 13. To be responsible for the direct line management of the Temporary Accommodation Team including undertaking regular supervision prioritising targets and performance. 14. To monitor and evaluate the Temporary Accommodation Team’s casework in accordance with the quality performance framework ensuring that all decisions made are lawful in line with homelessness legislation and that the Council is fulfilling its statutory responsibilities. 15. You will be expected to participate in the on-call and standby arrangements put in place by the Council as part of your normal duties, attendance at evening meetings and weekend working as and when required. 16. To undertake such other duties as requested from time to time by the Principal Officer, Team Leader or Head of Housing Strategy. | | | | |
| Standard Duties:   1. To actively promote the equalities and diversity agenda in the workplace and in-service delivery. 2. To uphold and implement policies and procedures of the Council; including customer care, data protection, ICT, finance and health and safety polices. 3. To actively engage with the behaviours and values of the Council to promote and support our cooperative agenda 4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures appropriate to the role. 5. Undertake any additional duties commensurate with the grade of the post. | | | | |
| Contacts:  Homeless and / or vulnerable people in housing need  Statutory and voluntary agencies providing homelessness services or related services  Elected Members  Senior Officers / Heads of Departments  Other employees of the Council  Registered Social Landlords  Private landlords / agencies / investors and Developers  Partners within the Oldham Housing partnership and Oldham Partners  PCT staff, representatives of various organisations, agencies and the Homes and Communities Agency, Association of Greater Manchester Authorities and other bodies with whom the Council has dealings. | | | | |
| Values and Behaviours  Approach the job at all times using the Council’s cooperative behaviours:   * Work with a resident focus * Support local leaders * Committed to the borough * Take ownership and drive change * Deliver high performance   Be aware if and apply the Councils values and behaviours at all times. More information around this can be found on Oldham councils website. | | | | |
| Relationship To other posts in the Department:  **Responsible to:** Principal Housing Market Intervention Officer  **Responsible for:** Temporary Accommodation Officers x 4 | | | | |
| Special Conditions:  CRB Disclosure Required – None  Essential car user entitlement | | | | |
|  | DATE | NAME | | POST TITLE |
| Prepared | 24 Oct 2016 | John Rooney | | Head of Housing, Response Services & Districts |
| Reviewed | January 2018 | Bryn Cooke | | Head of Housing and Property Partnerships |
| Reviewed | July 2019 | Victoria Wood | | Team Leader Housing Strategy |

**OLDHAM COUNCIL**



**PERSON SPECIFICATION**

**Job Title:** Senior Housing Needs Officer (Private Sector)

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Professional qualification related to Housing, Building Surveying or a relevant discipline at either degree or appropriate level | Other professional qualification in Construction or Property Management  Working towards full membership of RICS / ABE / CIOB or equivalent in order to complete reports. |  |
| **Experience** | A proven track record of delivering outcomes and experience of working to targets and successful delivery  Experience of service development or improvement including development of policies, procedures, working practices, publicity material and information systems  Experience of collating and producing reports, statistics and monitoring information as required.  Experience of working with private landlords effectively  Experience of working effectively with partner agencies on projects and initiatives  Experience of effectively line managing a team to achieve key strategic aims and objectives of the organisation. | Experience of building, construction and refurbishment projects  Experience of procuring, managing, monitoring, maintaining and using a wide range of technical equipment associated with housing construction and refurbishment programmes |  |
| **Skills & Abilities** | Developed communication skills including the ability to write and present clear, concise reports to a wide range of audiences  The ability to converse at ease with service users/customers and provide advice in accurate spoken English  Ability to operate effectively with a high volume, high sensitivity workload.  Ability to think, plan and manage strategically and innovatively and develop effective strategies to meet outcomes.  Ability to analyse data and intelligence and draw conclusions  Ability to operate effectively with limited supervision  Good IT skills, including spreadsheet, word processing and database skills |  |  |
| **Knowledge** | Knowledge of local housing strategy, Homelessness and private sector housing issues and objectives  An understanding of housing and other policy through working in a local authority, central government, housing assdociation or similar environment  Knowledge of the legal framework governing private landlords, long-term empty homes and the private rented sector  An understanding of Welfare Reform |  |  |
| **Values and Behaviours** | The ability to demonstrate the cooperative behaviours   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance |  |  |
| Work Circumstances | The post holder will be expected to work flexibly which will include meetings outside standard office hours including evenings or weekends  The post holder should be able to drive and have access to a vehicle  You will be expected to participate in on-call and standby arrangements put in place by the Council as part of your normal duties, attendance at evening meetings and weekend working as and when required. |  |  |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

P = Presentation; R = References; Po = Portfolio

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**