

PRINCIPAL OFFICER - STRATEGY & HOMELESSNESS REVIEWS

Service:	Place	Grade:	4B	Salary:	£42,503 - £45,495 (from 01.04.23)
Reporting to:	Service Manager	Location:	Swinton Civic Centre	Hours:	36 hours per week, according to service needs

About the role

- To plan, develop and produce key strategic housing plans for the City within agreed timescales, and to monitor the delivery of associated action plans.
- To facilitate a range of housing partnerships communicating with key colleagues, partners and stakeholders ensuring effective partnership working and the delivery of key local and regional priorities.
- To work with partners across GM to support the delivery of regional and sub regional strategic housing work as appropriate.
- To represent strategic housing services at meetings.
- To assess the impact of new housing related legislation, guidance and policy and to ensure that policies and responses reflect such changes.
- To respond to national, regional and local consultations on housing issues.
- To undertake research and analysis to include:
 - producing, maintaining and monitoring housing databases, and using GIS to enable data to be presented visually;
 - undertaking internal research and commissioning external research, as appropriate, to provide an evidence base to support strategy and policy development and the wider needs of the City, lead members, stakeholders, and colleagues.
- To work closely with key information holders to ensure all statutory statistical returns are submitted to the relevant government departments in a timely and accurate manner.
- To undertake s.202 homelessness reviews; analysing, understanding and applying all the particular aspects of each case to the relevant homelessness law/case law ensuring that:
 - all reasonable enquiries have been made.
 - all decisions made take into account only relevant information.
 - all decisions made are in line with the relevant legislation, codes of guidance and case law.
 - legislative time frames are adhered to when making decisions.
- To make decisions regarding the use of temporary accommodation by the applicant pending their review.
- To keep up to date with all relevant homelessness legislation and case law.
- To work closely with the s.202 homeless enquires officer ensuring the effective delivery of a homelessness review service.
- To ensure that all s.202 monitoring data is correct and up to date.

Our priorities

Creating a better and fairer Salford with the Great Eight

We all have a vital role to play in providing a range of services across Salford. We want to make a real difference to the lives of Salford people. Our vision is to create a better and fairer Salford and provide the best possible quality of life for the people of the city.

yourzone.salford.gov.uk/thegreateight



Key outcomes

- Housing / homelessness strategies developed and actions implemented.
- Strong partnerships in place supporting the delivery of strategic housing objectives at a City and GM level.
- Legislative impacts are assessed and appropriate responses developed.
- Views of the City fed into consultation responses.
- Robust evidence base to support the development of housing strategies / policies.
- Accurate statistical returns completed on time.
- Completed S.202 homeless reviews reflect latest case law developments and within statutory timescales.

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What we need from you

- Excellent verbal, written, numerical, strategic and analytical skills including experience of writing homelessness review letters, reports, strategies and briefing / policy papers to a range of audiences and presenting to a wide range of audiences.
- Experience of delivering to timescales, working under pressure, and prioritising own workload.
- Excellent analytical / interpretation skills - ability to quickly understand and identify key issues.
- Good project management skills and the ability to work with individuals and organisations to deliver projects.
- Good stakeholder management skills and the ability to build and maintain relationships at all levels ie political and officers and across sectors.
- A knowledge and understanding of housing / housing related / homelessness issues at a City, regional and national level.
- Professional approach /attitude, including ability to demonstrate an objective approach to cases.
- Models and demonstrates our values and leadership behaviours.
- Awareness of, and commitment to, the principles of diversity, with particular emphasis on their application to housing issues and customer care.
- Experience of collecting, analysing and interpreting data from a wide variety of sources and presenting that information in an understandable format to a wide range of stakeholders.
- Knowledge and expert skills to use GIS and databases enabling spatial data to be presented visually and to analyse GIS maps to identify trends in key areas such as house/rental prices, stock composition, population trends etc.
- Knowledge and skills to use a range of computer programs to interrogate and test raw data such as Excel and Access
- Experience of commissioning external research.
- Proven experience of analysing, understanding and applying homelessness law (including case law) in relation to s.202 homelessness reviews.

Our leadership behaviours

As a values-based leader you will:

- Model the values and embed them in the way your team delivers services
- Hold people accountable for delivering the values
- Respect and care for others, treating everyone fairly, recognising the importance of ensuring equality of opportunity for all, and listening and acting on the things people say
- Be honest, taking responsibility for your actions and decisions
- Use resources that you are trusted with wisely

To create a performance and development culture you will:

- Be visible, inject pace, vigour and purpose
- Expect high standards; mediocrity is not acceptable
- Take an evidence and whole system approach in making decisions
- Maximise technology and models to deliver quicker, easier, better services
- Have a digital mindset, fully utilising digital systems and solutions to deliver services differently
- Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop

To lead and develop people you will:

- Listen to understand, not to defend
- Give people the freedom to use their initiative
- Provide opportunities for people to discuss and solve problems and issues
- Regularly provide coaching and support to others to help them achieve their objectives and potential
- Appreciate and build on people's strengths
- Motivate, engage, encourage and inspire others in order to be the best they can be

To build and communicate a vision for the future you will:

- Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services
- Build strong collaborative relationships to find creative ways to make services more sustainable and flexible
- Recognise and values the strengths of people and places, taking a strengths-based approach to make the most of opportunities
- Support people through change, in undertaking new things, and taking risks
- Take a place and whole system approach in designing, delivering and leading services
- Ensure an inclusive approach with the aim of reflecting the increasing diversity of Salford

Our values

Salford City Council

Our values

Pride

I'm proud of and committed to our city, its people, our work, and I demonstrate the 'Spirit of Salford' in everything I do.

Passion

I am optimistic and ambitious for the city and its people, being creative and positive about change and making the most of opportunities.

People

I respect and care for others, treating everyone fairly, listening and acting on the things people say.

Personal responsibility

I am honest, taking responsibility and ownership for my actions and decisions and using resources that I am trusted with wisely.

intranet.salford.gov.uk/ourvalues

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Application guidance

We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.

The 'Key outcomes', 'What we need from you' and 'our leadership behaviours' sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don't give up if you are not able to reflect all of these in your application.



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