

Job Description

JOB TITLE	Housing Policy and Procurement Officer
REPORTS TO	Senior Housing Strategy Officer
DIRECT REPORTS	None
INDIRECT REPORTS	As required for specific projects

PURPOSE OF THE JOB ROLE

To assist with the delivery of housing related projects. Including but not limited to, policy and procedure development, temporary accommodation provision, social housing development, housing association liaison, central government liaison, traveller site provision and IT infrastructure.

To assist with the wider contractual, commissioning, enabling and strategic functions of the Housing, Environmental Health and Trading Standards Services.

MAIN DUTIES AND RESPONSIBILITIES

- To assist in the commissioning, research and design of accommodation provision within the Borough. This includes but is not limited to, traveller sites, temporary accommodation, modular housing, temporary to permanent schemes, hostel provision, safe accommodation for those fleeing domestic abuse, and rough sleepers.
- To assist as required in the development of policy, strategies and policies required by a local authority housing service.
- To support the Housing Strategy Procurement and Inclusion Manager and Senior Housing Strategy Officers in a range of diverse housing projects.
- To maintain a knowledge of social housing policy and apply such knowledge in practical project work.
- Support the service in the delivery of housing projects being developed within the council or via external partners utilising professional knowledge
- Assist as required with the commissioning and procurement of housing related services.
- To assist as required with projects relating to IT and data management within the service.

This job description outlines the main duties and responsibilities but does not detail every task required for service delivery. You may be asked to take on additional duties at an equivalent level, on a temporary or permanent basis.

GENERAL RESPONSIBILITIES

Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](#), these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers

Local operating procedures and specific activities/tasks will be supplied by the service.

PERSON SPECIFICATION

Qualifications/Education/Training	<p>Essential:</p> <ul style="list-style-type: none"> • Educated to A-level / NVQ Level 3 or experience in relevant field <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant professional qualification or membership of a professional body such as the CIH.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience within a Local Housing Authority, Registered Provider, private sector consultancy, government agency or charitable body in a housing strategy, development, or enabling role. • Knowledge of the social housing environment, the statutory duties of a local authority with respect to homelessness and how these areas interface.
Skills, Abilities and Competencies	<p>Essential:</p> <ul style="list-style-type: none"> • Current sound knowledge and understanding of the broad housing agenda, relevant legislation and policy developments. • The ability to operate effectively under pressure. • To be highly motivated and committed to achieve results efficiently and effectively. • Good communication skills across a variety of media, forums, and situations. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of social housing development and planning processes. • Current sound knowledge and understanding of IT and data issues within the public sector.
Specific Working Requirements	<ul style="list-style-type: none"> • Attendance at evening meetings, visits, and inspections as necessary.

Humility, Empower, Respect, One Team.

OTHER/SPECIAL REQUIREMENTS FOR THIS ROLE	
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DBS check required for this role	Basic
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Is this role “politically restricted”?	No
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ADDITIONAL JOB DETAILS	
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Job Grade	Grade 6
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Directorate	Place
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Service Area	Housing and Public Protection
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