



JOB DESCRIPTION

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| POST TITLE: | Principal Housing Policy and Projects Officer |
| GRADE: | PO3 |
| SERVICE AREA: | Housing and Adult Social Care |
| DIVISION / UNIT: | Housing Needs and Strategy |
| REPORTS TO: | Service Development Manager |
| MANAGED/SUPERVISES: | N/A |

PRIMARY JOB FUNCTION

To support the development, implementation and review of the Housing Strategy and linked documents including the housing business plan, homelessness prevention, private sector housing and asset management strategies.

To assist with the exploration and delivery of new business opportunities and income maximisation.

To manage projects in connection with the development, implementation and review of strategic housing priorities in Islington.

DUTIES AND RESPONSIBILITIES

Strategy and Policy Development

- To lead on the formulation of housing policies, best practice and responses to relevant statutory and other consultation processes.
- To co-ordinate accurate collection and analysis of information, including on housing needs and the local housing market, to support the development of strategies and policies.
- To assist with the development, monitoring and review of housing strategies and plans.
- Contribute to the development and delivery of the corporate plan, strategies and priorities, working collaboratively and effectively with corporate colleagues and partner organisations.
- Participate and, where appropriate, lead a range of officer level working groups and forums related to the development, review and implementation of housing strategy and policy.

Managing Services and Projects



- To assist with the development of funding bids, initiatives and delivery plans, ensuring the participation of local communities and relevant services and/or partners in this process. For example, work with the council's Energy Team to identify new opportunities for external investment in housing to help improve energy efficiency of the housing stock, reduce carbon emissions and reduce fuel poverty in the borough.
- To provide support, or under the direction of others, lead on projects/initiatives that could generate additional income to the HRA or manage significant financial risk to the HRA. For example, through commercial letting of garage space and increased mobile phone mast coverage.
- Represent housing or deputise for the Housing Business Plan Manager on cross-cutting departmental or corporate projects as required, such as maximising the use of community space.
- Deliver option appraisals of specific homes, estates or areas to better meet the council's strategic priorities in line with the asset management and estate regeneration strategies and oversee the implementation.
- Assist with the development and appraisal of new business models and opportunities, such as selling services to other housing providers.
- Reporting on and monitoring the delivery of externally funded projects and evaluating outcomes.

Managing Communications and Engagement

- To foster effective relationships both inside and outside of the organisation including with Registered Providers, statutory and voluntary agencies.
- To work with the resident engagement team to engage residents in strategy and policy development, investment prioritisation and financial planning.
- To organise meetings, conferences and seminars with key internal and external stakeholders as part of a consultation strategy for the development of policy and strategy.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- Undertake such other duties as appropriate to this post.



Post holder Declaration

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| Name: | |
| Signed: | |
| Date: | |




PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

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| Service Area: Housing and Adult Social Services | | Division/Unit: Housing Needs and Strategy |
| Post Title: Principal Housing Policy and Projects Officer | | Grade: PO3 |
| REQUIREMENTS | | |
| EDUCATION and EXPERIENCE | | A/I/T/W* |
| E1 | Demonstrable experience of social housing in either a housing management or policy role or of social policy and research and producing good quality written reports | A/I |
| E2 | Experience of identifying and exploiting new business or funding opportunities | A/I |
| E3 | Experience in the development and management of housing policies, projects and programmes | A/I |
| E4 | A thorough understanding of housing issues in a diverse, inner city environment | A/I |
| KNOWLEDGE, SKILLS and ABILITY | | |
| E5 | Ability to analyse information, carry out research, including on housing needs and housing markets and prepare reports in support of the development of strategies, plans and/or delivery of projects and programmes | A/I |
| E6 | Able to work flexibly as an individual and as part of a team, be well organised and manage a diverse and complex work programme | A/I |
| E7 | Ability to produce excellent written material covering complex subjects in a simple, clear and concise way | A/T |
| E8 | An ability to analyse complex financial and non-financial data and information and present it simply and clearly through reports for a wide range of audiences; including members, senior officers, residents and partner organisations | A/T |
| E9 | Knowledge of the legislative, strategic and operational frameworks for social housing | A/I |
| E10 | The ability to effectively manage discrete projects to deliver on agreed outcomes on time and within budget | A/I |
| E11 | The ability to think and act commercially to maximise income and minimise risks to the council's housing revenue account | A/I |



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| E12 | Understanding of service priorities of customers and of the housing service | A/I |
| E13 | Ability to deliver services to the public within an Equal Opportunities framework. | A/I |
| E14 | Good problem solving, negotiation and influencing skills | A/I |
| E15 | Able to design, manage and review effective consultation and communication programmes that meet the needs of all stakeholders, including hard-to-reach groups. | A/I |
| COMMITMENT TO EQUAL OPPORTUNITIES | | |
| E16 | Ability to adhere to the Council's Dignity for All policy. | A/I |
| SPECIAL REQUIREMENTS OF THE POST | | |
| E17 | This role will require you to obtain through us a (Standard satisfactory) clearance from the Disclosure and Barring Service (DBS) |  |
| Assessed by: A = Application, I = Interview, T = Test | | |