

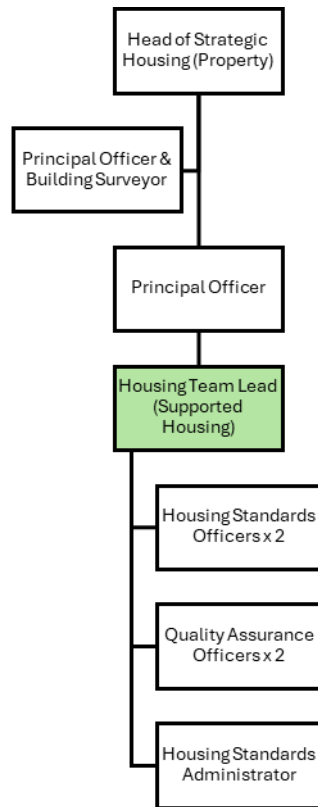
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy & Place
SECTION:	Strategic Housing (Property)
LOCATION:	Number One Riverside & 2 Smith Street, Rochdale
JOB TITLE:	Housing Team Lead (Supported Housing)
POST NUMBER:	
Grade:	Grade 8
Accountable to:	Principal Officer (Property)
Accountable for:	G7 and below; any staff assigned to the team for a temporary period
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p>Some out of hours working and attendance at evening meetings, which will be compensated for in accordance with local conditions of service.</p> <p>Casual user car allowance</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

- To manage the Supported Housing team, focussing particularly on non-commissioned supported housing in the private sector.
- To lead and deliver the statutory Supported Housing Strategy and connected strategies and policies.
- To take the lead on complex matters / investigations and provide staff with guidance / interpretation of legislation.
- To support, motivate and act as a positive role model for junior team members.
- To manage the day-to-day supervision of workloads and activities within the designated team.

Control of Resources

Personnel:

- Responsible for the day-to-day supervision and motivation of all staff allocated within the Supported Housing Team.
- Required to assist and support the Supported Housing team in their learning and development to meet the aims and objectives of the service and the Council.

Financial:

- Responsible for working in accordance with the financial regulations and procedures of the Authority.

- Responsible for that part of the Service's resources, which relate to the work of the post-holder.

Equipment/Materials:

- To be responsible for all materials and equipment from time to time issued to the post-holder or used by staff allocated to the post-holder.
- Responsible for the safe, efficient and effective use of equipment and materials used by the postholder and the proper maintenance of record systems.

Health/Safety/Welfare:

- Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity:

- To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development:

- The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Management and staff of the Strategic Housing Service
- Management and staff of other Services within the Authority
- Wider Leadership Team
- Elected Members
- Internal Contractors
- Township Offices

External

- Members of the public
- Management and staff of partner organisations
- Representatives of community groups, voluntary organisations and business community
- Staff of Government departments
- Homes and Communities Agency
- Staff and management of other Local Authorities and public
- Registered Provider partners
- Private Developers
- Greater Manchester Combined Authority
- Academic institutions
- Housing working parties
- Delivery partners
- Local housing providers, managing agents and estate agents
- Local MPs
- Media
- Voluntary sector partners

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To act as a team lead in areas of Private Rented Sector work including, HHSRS (Housing Health & Safety Rating System) Surveys, Enforcement, HMO Licensing, Private Tenant Complaints, Landlord Accreditation and Empty Properties, and within that field of expertise to support junior staff through the provision of operational, technical and specialist advice, and to advise on the interpretation of legislation
2. To lead on complex field duties relating to Housing Enforcement matters, including (where appropriate) personally undertaking non-routine investigations, resolution of requests for service and inspections within the work area of the designated team.
3. To proactively lead the implementation & establishment of the Supported Housing Team and develop and implement its systems and processes
4. To lead on dealing with cases relating to non-commissioned Supported Housing, to determine & monitor their presence within the Borough within the private sector. To lead on the assessment of housing standards within that sector, including HHSRS and care quality standards.
5. To undertake own and oversee the preparation and proper service of statutory notices and other legal documents in accordance with written authorisation and scheme of delegation.
6. To carry out investigations and interviews under caution ensuring the requirements of PACE (Police & Criminal Evidence Act) are adhered to.
7. To prepare case files for prosecution, complete witness statements and represent the Council at Court.
8. To lead on and ensure the consistent approach of the Housing Health & Safety Rating System (HHSRS), maintaining knowledge, contributing to and keeping up to date with worked examples, changes in legislation and providing expert advice in using the HHSRS.
9. To organise multi agency operations with Neighborhood Policing Teams and Fire Service Enforcement Teams to deal with un-licensed Houses in Multiple Occupation.
10. To be part of a multi- agency team tackling Anti-Social Behaviour within the private rented sector.
11. To represent the private rented sector service at the Rochdale Safer Communities Partnership meetings and be lead officer for actions as directed by the ASB priority subgroups.
12. To advise private landlords, tenants and partner agencies on all aspects of relevant Housing legislation including the giving of talks, presentation of displays etc at Landlord Forums.

13. To represent the Council at Private Sector Housing, Fire Safety and Licensing meetings/working groups at both a Greater Manchester and Regional level.
14. To be responsible for the allocation of workloads to individual staff.
15. To support and advise the Head of Strategic Housing (Property) in the commissioning of any work related to Housing Inspections.
16. To participate in partnership working arrangements with other council services, other local authorities or external agencies as required within the designated team.
17. To manage the post holder's own workload with minimal supervision from the Head of Strategic Housing (Property)
18. To assist the Head of Strategic Housing (Property) in implementing the strategic direction of service delivery.
19. To assist the Head of Strategic Housing (Property) in the implementation of service and council policies within the work areas of the designated team.
20. To lead on in the implementation of service delivery improvements.
21. To lead on the maintenance of performance management / quality assurance systems.
22. To assist the Head of Strategic Housing (Property) in the implementation and monitoring of service plans, team plans and individual work programmes and training plans.
23. To assist the Head of Strategic Housing (Property) in the effective management of the Supported Housing team budget, ensuring that all appropriate costs and fees are charged out and as far as possible income received into the correct cost centre codes.
24. To support the Head of Strategic Housing (Property) in dealing with personnel issues within the team. i.e. workloads, competency, performance management, training and development, absence management, sickness absence records, annual leave records, time recording records etc
25. To take part in specialist survey, surveillance, research activities and project work as and when required.
26. To maintain all pertinent records (manual and computerised) to comply with service, service groups, council or government requirements.
27. To support and assist officers within the team to write reports into investigations which may lead to legal proceedings.
28. To assist the Head of Strategic Housing (Property) to identify training and development needs of staff within the designated team to ensure all staff are properly trained and authorised to carry out their duties.
29. To ensure the implementation of agreed council policies and procedures within the designated team.
30. To positively represent the Housing Team at council meetings, working groups, public meetings, and advisory groups both internal and external to the council.
31. To act as a positive role model and assist in the motivation of all staff within the Housing Team.

Secondary Duties

1. To undertake recruitment, selection and induction of new employees, including to the pilot project.

2. To contribute to the efficient and effective use of ICT systems in connection with work of the Housing Team.
3. To deal with all correspondence and media enquiries in accordance with the agreed arrangements for timely responses.
4. To assist the Head of Strategic Housing (Property) i dealing with those who have a complaint about services (both internal and external customers)
5. To prepare reports as required and make recommendations at the appropriate level for action.
6. To attend and represent or act as the Council's witness at public inquiries, courts of law, tribunals and at other outside meetings as required.
7. To participate in the Council's Emergency Planning arrangements.
8. To participate in a Duty Officer rota, if required.
9. To participate in in-service training, both as a trainer and a trainee as required, ensuring staff of the Service are adequately trained.
10. To use standard MS office programmes to include production of policy documents, reports, briefing notes, presentations, meeting minutes, letters etc
11. To attend team meetings and promote team working as appropriate.
12. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Stuart Morris</u>	Date	<u>21.07.2021</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____