

## JOB DESCRIPTION

### Housing Officer (Accommodation)

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<b>Service area:</b>	<b>Housing</b>
<b>Reports to:</b>	<b>Head of Housing / delegated responsibility to Senior Housing Officer</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Buxton / Agile Working</b>
<b>Work flexibly between various locations:</b>	<b>Yes (Leek and Buxton)</b>
<b>Grade:</b>	<b>AG5</b>
<b>Salary range:</b>	<b>Spinal Column Points 20 to 24</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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#### JOB PURPOSE

- To support the Head of Housing Services and Senior Housing Officer in the delivery of a professional and responsive Housing service across the Alliance through to ensure the aims of the Alliance are achieved.
- To work flexibly across the Alliance to ensure organisational and public service outcome are maximised.

#### JOB DUTIES

#### POST HOLDER DUTIES

- To co-ordinate the provision of appropriate temporary accommodation in relation to accepted homeless cases by effective management up to and including legal action through specialist knowledge of housing services relating to:
  - Tenancy and neighbourhood management
  - Housing options & lettings

- To support the homeless team in securing temporary accommodation for accepted cases, including B&B
- Represent the Alliance at multi-agency meetings as appropriate.
- To maintain the efficient and effective running of the services provided.
- Carry out other such duties which the Head of Housing Services and Senior Housing Officer may from time to time require.

## **CORPORATE RESPONSIBILITIES**

- Promote and support the delivery of the Councils' Climate Change action plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Councils' policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations.
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required.
Working Conditions	Agile working (with travel to Alliance office locations as required). Contractual Base – Buxton Town Hall.
Resources Staff/Finance	N/A
Physical	Working to planned priorities
DBS	Yes (enhanced).