

## ROLE ADVERT

**ROLE TITLE:** Private Sector Housing Project Officer

Temporary – Anticipated start date early November 2016 until 31<sup>st</sup> March 2017

**POST ID:**

**GRADE:** BAND I SCP 37 – 41 (Subject to job evaluation)

**HOURS:** 37

**LOCATION:** (County Hall, Usk) which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are not necessary

### **PURPOSE OF POST:**

1. To lead and drive on the operational development of Housing Options Team private sector housing development in the context of homeless prevention, including supporting the development of the concept of 'Monmouthshire Lettings' as a visible and deliverable service and brand.
2. To routinely undertake marketing and engagement activity.
3. Work alongside and liaise closely with the Strategy & Policy Officer in the development of strategic private sector housing proposals.
3. Support the Council's Future Monmouthshire policy through the development of creative and innovative solutions that help to generate income, reduce costs and improve performance
4. Oversee all Housing Options Team activities in relation to private sector housing.
5. To delegate, supervise and monitor the work of the Private Sector Housing Liaison Officer and Accommodation Assistants.

**Should you require any further information regarding this post, please contact: Recruiting Managers Name and Title Tel: (Recruiting Managers Telephone Number)**

**Closing Date: 12 noon on (Insert Date) 2016**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-  
People Services, Monmouthshire County Council, PO BOX  
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## **Housing Options Team**

### **Our Purpose:-**

The purpose of the Housing Options Team is essentially to prevent homelessness, but also support homeless households in Monmouthshire. In this context, the private rented sector is an important resource in the County but continues to be under-utilised for low income households. It is a priority to increase the accessibility and availability of private sector housing as an alternative to social housing.

### **Expectation and Outcomes of this Role:-**

The Council already provides a range of private sector housing services. There is a need, however, to 'package and brand' the current approach to create a more structured approach which will be further developed through new initiatives and 'products.' It is anticipated that this will continually evolve and develop in response to feedback from stakeholders and for the mutual benefit.

Also, there is need to raise awareness of services through greater and routine engagement and marketing.

The post will be responsible for developing a range of initiatives that contribute to the Council's 'Landlord Offer' and in support the establishment of a coherent package under the umbrella of Monmouthshire Lettings.

The ultimate aim is that private sector development will support improved performance in terms of homeless prevention and homelessness, help to reduce costs and increase income and to create additional housing options for people in need.

This is a short-term appointment and the Council is looking to **quickly** transform the current service in partnership with private landlords and to take to the next level making it visible and highly regarded whilst impacting positively on homeless prevention.

**Your responsibilities are to:-**

1. Responsible for the development of private sector housing related partnerships with other parties eg private landlords; RSL'; Bond Scheme etc
2. Responsible for the production and implementation of the Private Sector Housing Action plan. Including the development of the Landlord Offer and Landlord Welcome Pack.
3. To co-ordinate the development of existing and new private sector housing initiatives (such as private leasing, shared housing, lodging, night-stop) and undertaking necessary legal and financial negotiations with necessary parties, such as landlords. A key priority will be preparing for the end of the current Private Leasing contract.
4. To liaise closely with agencies such as Welsh Government, Welsh Local Govt Association and national networks in terms of good practice, regulation, consultation and grant funding
5. Responsible for the development and implementation of operational policies and procedures in relation to private sector housing including drafting proposal and Committee reports, attending and proactively engaging with elected members.
6. Support the development of new options for increasing accommodation for families and disabled households.
7. To liaise with other sections within the Council, particularly the Housing & Communities Strategy & Policy Team and the Council's Communications Team; Environmental Health; Housing Benefit etc.
8. Take responsibility for contributing to the Private Sector Marketing Action Plan on behalf of the Housing Options Team and directly undertaking weekly private sector housing marketing activity to specifically engage with private landlords and raise the profile and benefits of Monmouthshire Lettings
9. To contribute to the production and maintenance of private sector housing market information co-ordinated by the Strategy & Policy Officer in order to provide an evidence base for strategy development and producing private sector business cases
10. Assist the Housing Options Team Manager by taking responsibility to review and draft policies and procedures in relation to areas of responsibility.
11. To supervise the Housing Options Team accommodation support staff

12. To have and maintain a good knowledge of relevant regulatory and legal frameworks eg housing benefit; code of guidance; housing legislation such as Housing Act 14; landlord and tenant law etc. Close liaison with Housing Benefit will be key.
13. To be responsible for the housing element of the Council's participation in the Afghan Translator and Vulnerable Syrian Household Re-location programmes
14. Responsible for maintaining and monitoring performance information in relation to the areas of activity of the post and to produce reports and information in relation to the monitoring and development of all activities within the post-holders remit.
15. To liaise and keep informed officers within the Directorate of initiatives, developments, legislative change and any other necessary information in relation to all activities within the responsibility of the post-holder.
16. To assist in the development of new initiatives and subsequent project management.
17. Assist in the completion and submission of bids for internal and external funding
18. Attend and participate in internal and external liaison groups and working parties
19. To undertake where necessary other duties as necessary which are commensurate with the post-holders grade and level of responsibility.
20. To maintain safe working practices for itself and others in accordance with the Council's policy statement on Health & Safety at Work.
21. To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

**Here's what we can provide you with:-**

- The flexibility and discretion to drive influence and propose the future direction of private sector housing for the Council and the development of the Monmouthshire Lettings concept

**What else you need to know.....Monmouthshire Values are:**

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

REQUIREMENTS	WEIGHTING	HOW TESTED
	HIGH / MEDIUM / LOW	
<b>1. EDUCATION/QUALIFICATION KNOWLEDGE</b>		
1. knowledge of private sector housing	High	Application Form/Interview
2. Knowledge of marketing	Medium	
3. Educated to good standard	Medium	Application Form
4. Knowledge/awareness of wider housing issues particularly homeless prevention	Medium	Application Form/Interview
<b>2. EXPERIENCE</b>		
1. Relevant experience of private sector housing and homeless prevention	High	Application Form/Interview
2. Experience of marketing a service or business	Medium	
3. Experience of working with private landlords and engaging with stakeholders	Medium	Application Form/Interview
4. Experience of performance management	Medium	Application/Interview
5. Experience of working at a strategic level eg research; identifying good practice; strategy & action plan development	High	
6. Experience of budget management	High	
<b>3. COMMUNICATION / INTERPERSONAL SKILLS</b>		
10. Must be able to communicate well, both verbally and in writing in a variety of settings	High	Application Form/Interview



and with a variety of groups eg. councillors, other staff, directorates, voluntary sector, contractors.		
11. Must have negotiation skills for use in difficult situations.	HIGH	Application Form/Interview
12. Ability to prepare and present reports to a variety of audiences.	HIGH	Application Form/Interview
13. Must be able to delegate and monitor the work of other staff	High	Application Form/Interview
14. Demonstrate ability to use social media	Medium	
<b>4. APTITUDE AND SKILLS</b>		
15. Be able to organise and prioritise the work in order to meet deadlines	High	Application Form/Interview
16. Be able to work on own initiative and demonstrate an ability to organise own time and workload	High	“
17. Be able to produce and analyse financial and management information	High	“
18. Hold a driving licence	High	“
19. Be able to demonstrate an ability for partnership working and joint approach to problem solving	Medium	“
<b>5. EQUAL OPPORTUNITIES</b>		
20. Must be able to demonstrate a clear understanding of Equal Opportunities, principles and practice and a commitment to the effective implementation in a Social & Housing Services context	High	“

**Should you require any further information regarding this post, please contact:  
Karen Durrant, Housing Options Team Manager Tel: 01291 635716 or 01633 644479**

**Closing Date: 12 Noon on (Insert Date) 2016**





## HYSBYSEB SWYDD

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? a all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

### ASESIAD Y GYMRAEG:

(a) Sgiliau yn y Gymraeg yn hanfodol;

(b) Angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd;;

(c) Sgiliau yn y Gymraeg yn ddymunol; neu

(ch) Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

### DISGRIFIAD O'R SWYDD:

Copy "Purpose of Post" from English version – that needs to be translated into WELSH

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Recruiting Managers Name and Title Ffôn: (Recruiting Managers Telephone Number)

Dyddiad cau hanner Ddydd (closing date in English to be translated to WELSH) 2016

### Gofynnir i chi nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:  
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed, NP26 9AN

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig. **(Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check statement - If applicable keep this statement in (welsh only), if not please delete it all)**

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

## PROFFIL Y RÔL

**TEITL Y RÔL:** ?

**RHIF ADNABOD Y SWYDD:** ?

**GRADD:** BAND ? SCP ? – SCP ?

**ORIAU:** ? awr yr wythnos

**LLEOLIAD:** ? which may change in the future if the service location needs to relocate. Relocation

**YN ATEBOL I:** (Insert the title of the person the new job holder will report to)

(Insert the name of the team or service).....Who are we?

**Ein Diben:-**

Copy “Our Purpose ” from English version – that needs to be translated into WELSH

**Pwrpas y Rôl hon:-**

Copy “The Purpose of this Role” from English version – that needs to be translated into WELSH

**Disgwyliadau a Chanlyniadau'r Rôl hon:-**

Copy “Expectation and Outcomes of this Role” from English version – that needs to be translated into WELSH

**Bydd eich cyfrifoldebau yn cynnwys:-**

Copy “Your responsibilities are to” from English version – that needs to be translated into WELSH

**Dyma beth I ni gallu darparu I chi:-**

- (Copy list benefits or support that you can offer from English version – that needs to be translated into WELSH.)

**Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

**Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

### Manyleb Person

Sut fyddwch yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

- (Copy list all of the knowledge, skills and attributes required to do post from English version – that needs to be translated into WELSH.)

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

**Recruiting Managers Name and Title** Ffôn: **(Recruiting Managers Telephone Number)**

**Dyddiad cau hanner Ddydd (closing date) 2016**