

Hastings Borough Council

Job Description

Date: March 2017

Job Title

Project Delivery Officer - Rough Sleeper Prevention Programme (East Sussex)

Directorate

Housing and Built Environment (Operational Services)

Grade

6

Reports to

Housing Needs and Policy Manager

Location

Muriel Matters House

Purpose of the Job

To support the aims and objectives of the Department for Communities and Local Government's (DCLG) Rough Sleeper Prevention Programme.

Main Responsibilities

- Work in partnership with East and West Sussex Local Authority areas and wider Local Authority Rough Sleeper Prevention Programme partners to better define the risk factors which lead to rough sleeping and the profile of those individuals at greatest risk of rough sleeping.
- Work with stakeholders to review homelessness assessment processes within different service settings and access points within Health, Social Care, Criminal Justice, Job Centres, voluntary sector services and Libraries to ensure that insecurely housed groups at risk of rough sleeping are identified more effectively.
- Build on partnerships with stakeholders to promote and develop rough sleeper prevention 'surgeries' by locating Rough Sleeper Prevention Coordinators within different partner agency settings and support the delivery of these as required.
- Work in partnership with stakeholders to promote referral pathways to the new Rough Sleeper Prevention Coordinators alongside existing referral pathways to the networks of services, agencies and multi-agency service Hubs which exist within different localities within East Sussex.
- Ensure stakeholders and front-line staff are aware of the factors which may trigger rough sleeping and deliver training to ensure early identification and referral pathways are in place to improve housing outcomes and minimise the flow of new rough sleepers to the street.

- Record accurate monitoring information /data and submit in a timely manner to the Project Officer monthly to ensure project outcomes are being achieved.
- Help raise the profile of the Rough Sleeper Prevention project within all organisations and the community of East Sussex using a variety of social media platforms.
- Liaise with the Rough Sleeper In-Reach DCLG prevention Worker in West Sussex County Council sharing best practice.
- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Council's Child and Vulnerable Adult Protection policies and procedures.
- All employees may be called upon to assist with a range of elections duties for the Council on an occasional basis when elections are called. Participation in elections duties is subject to the terms and conditions as determined from time to time by the Returning Officer or Central Government.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably be required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Person Specification

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Project Delivery Officer - Rough Sleeper Prevention Project (East Sussex)

Directorate

Housing and Built Environment (Operational Services)

Essential Requirements

Qualification

1. Degree level qualification in relevant area or equivalent experience

Experience

2. Experience of working within housing services or related sectors working with vulnerable groups who may be at risk of rough sleeping
3. Experience of using and/or designing assessment tools to identify support needs
4. Experience of multi-partnership working within a range of internal and external stakeholders
5. Experience of collecting and reporting accurate data

Knowledge

6. Knowledge of housing support services in East Sussex
7. Knowledge of the network of housing related support services and agencies in East Sussex
8. An understanding of homelessness legislation, case law and the Homelessness Code of Guidance
9. Knowledge of the barriers to accessing affordable accommodation

Personal Aptitude and Skills

10. Excellent communication skills including presentation skills
11. Excellent interpersonal skills
12. Computer literacy e.g. Microsoft Office Suite
13. Political awareness
14. Excellent organisational skills

Behavioural Approach

15. A good team player
16. Committed to working in a culture that promotes equalities, accountability and partnership working
17. Self-motivated and able to work under own initiative

Further behavioural information can be found in our Staff Competency Framework which is included in this pack. Interviews will include competence based questions and our managers are appraised against the framework as part of our performance management process.

Circumstances

18. Full driving licence or ability to meet the travel requirements of the post

The above qualities will be assessed in the first instance on the application form and again at the interview stage if selected.